CORANGAMITE CMA

HEALTHY CATCHMENTS - HEALTHY WATERWAYS

Corangamite Regional CAMS Standards

August 2009

Corangamite Catchment

Management Authority

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1. INTRODUCTION

The Catchment Activity Management System (CAMS) is a web-based tool that was developed in 2001 by Catchment and Water Services (CaWS), a division of the former Department of Natural Resources & Environment (DNRE).

The Land, Stewardship & Biodiversity Group within the Department of Sustainability & Environment (DSE), are the current custodians of the CAMS database.

CAMS REPORTING REQUIREMENTS

The recording and reporting of standard outputs is a requirement for many CMA funded projects. Specific requirements are outlined in individual funding or Service Level Agreement. If CAMS reporting is required it means that all activities and outputs must be collated, mapped, photographed and entered into CAMS.

RATIONALE FOR USING CAMS

CAMS is centrally maintained and enhanced and stores textual, spatial (mapping) and photo monitoring points. It ensures the consistent recording and reporting of project works at a Local, Regional and State-wide level. CAMS can be used as a reporting tool (e.g. Quarterly, 6 monthly and Annual Project Reports), with the functionality of extracting reports by outputs achieved and spatial datasets.

RATIONALE FOR THE CAMS STANDARDS

The Corangamite Regional CAMS Standards has been developed because of the need to confidently report at a regional level on what has been achieved in terms of on-ground, planning, resource assessments and capacity building outputs.

In the first decade of the Corangamite CMA existence (1997 – 2007), approximately 90 million dollars was invested in the region, which equates over 1000 projects across the Corangamite landscape. Other catchment management authorities throughout Victoria have used CAMS effectively to report on the outcomes of investment, demonstrate where works have occurred, the level of success and importantly, to demonstrate their region's progress towards meeting objectives of the current Regional Catchment Strategy and sub-strategies.

A review in late 2005 of the data that had been entered into CAMS for the Corangamite region highlighted several challenges:

- Users had selected the same activity (e.g. Pest Plant Control) but reflected the activity in different units (e.g. hours, dollars, litres). A similar issue was found with the selection of outputs. Thus making it difficult to draw realistic comparisons from the Corangamite

regional dataset and gain a regional perspective on achievements or progress towards meeting Regional Catchment Strategy (RCS) targets, sub strategies (e.g. Roadside Strategies) and Local Area Action Plans.

- The name of the budget line in CAMS didn't clearly correlate to the name of project that was funded. The identification of this relationship will ease the process of using CAMS to report on outputs achieved by budget line.

Hence the need for a Regional CAMS standard was identified. It is envisaged that the CAMS standards will be used by all service providers to consistently enter the results from their respective projects that they've managed.

REGIONAL CAMS WORKING GROUP

The Corangamite Regional CAMS Working Group (RCWG) was established in 2001 to develop and implement a standard approach to the use of CAMS in the Corangamite region. The RCWG worked toward achieving this through a review of previous CAMS standards, consultation with registered CAMS users and publication of the Corangamite Regional CAMS Standards in conjunction with CAMS training sessions.

The Regional CAMS Working Group consists of a cross-section of regional Natural Resource Management (NRM) staff. Membership for 2006/08 included:

CAMS & PIRS Systems Support, DSE, Melbourne

RDN Data Administrator, DSE, Ballarat

Regional Revegetation Coordinator, DPI, Creswick

GIS/IT Coordinator, Corangamite CMA, Colac

River Health Officer, Corangamite CMA, Colac

Community Funding Officer, Corangamite CMA, Colac

Monitoring & Evaluation Coordinator, Corangamite CMA, Colac

Chair, Regional CAMS Coordinator, Corangamite CMA, Colac.

At the present the group is not active, however through 2008/09 individual members were consulted for expert knowledge and made aware of relevant issues or changes to CAMS.

CORANGAMITE REGIONAL CAMS USERS SUPPORT

Corangamite CAMS Users have access to support from a range of sources of which include:

The Regional CAMS Working Group;

- Users can email questions or issues to the Corangamite CMA Regional CAMS Coordinator at cams@ccma.vic.gov.au;
- Post to Regional CAMS Working Group PO BOX 139, Colac, VIC 3250.

CCMA Regional CAMS Coordinator

- For all queries relating to the account creation for new Corangamite users, setting up of project budget lines, aligning project reporting to CAMS, trouble shooting and regional training/support contact the CCMA Regional CAMS Coordinator by email on cams@ccma.vic.gov.au or telephone on (03) 5232-9100.

Technical GIS Support

- Corangamite CMA IT/GIS Coordinator, telephone on (03) 5232-9100.

CAMS & PIRS Systems Support

- For all queries relating to technical system support and trouble shooting, developing and producing back end reports and user training please contact CAMS & PIRS Systems Support, by email at rdn.cams@dse.vic.gov.au or telephone (03) 9637 - 9841.

Regional Training and Support

- The CCMA has developed a CAMS training session available on line through the CCMA website's 'funding section' and internally on the intranet (or by request on CD).
- CAMS Standards – this document, available in either hard Copy from the CCMA or on CMA website.
- CAMS Coordinator is also available to run training sessions.
- Help is available on every CAMS screen by selecting the 'help' text on the lower left of each screen.
- Some information is also available from the DSE internet site www.dse.vic.gov.au/ go to; Land Management > Regional Data Net > CAMS.

2. LOG ON AND CAMS ACCESS

ACCESS TO CAMS

To gain access to CAMS you are required to complete the "Appropriate Use/Request for access to CAMS" form (Appendix A) and fax to the Regional CAMS Coordinator at Corangamite CMA on (03) 5232 2759, who will then coordinate the creation of a CAMS User Account.

PRIVACY CONSIDERATIONS

Information in CAMS may be disclosed to the Corangamite Catchment Management Authority, the Department of Primary Industry and the Department of Sustainability and Environment for the sole purpose of administering the grant for which the information was collected. The information collected is not traded, sold, licensed nor used for commercial marketing purposes. You have the right of access to this information by contacting your Inspecting Officer/Landcare Coordinator/Project Officer.

Victorian Privacy Act 2000

The data (both spatial and textual) held in CAMS is collected in accordance with the Victorian Privacy Act 2000. Any data extracted and stored outside of CAMS must be protected against misuse. You must ensure that any data extracted from CAMS used in the public arena is done so in a manner where individuals can not be identified.

USING INFORMATION IN CAMS

Corangamite Data

Please contact the CCMA if you are interested in accessing information in CAMS for any reason other than administering a project as a project manager or reporting on project outputs to meet funding requirements. Use of data for research purposes may require establishment of a data share agreement.

Disclaimer

CAMS facilitates the delivery of spatial data on both the Internet and Victorian Government Intranet. The content of this Victorian Government web site is provided for information purposes only. The State of Victoria does not guarantee that the content, data or any other information output generated by this application, is complete or without flaws and therefore disclaims all liability for any error, loss or damage that may arise out of or in connection with use or reliance upon it. Users should consult the metadata for each dataset extracted (by clicking on the name of the data as listed in the List of Layers section of the mapping component of CAMS) or CAMS System Administrator to determine the fitness-for-use of the content, data or any other information output generated by this

application. The State of Victoria does not warrant that this application and all its components (including formulas, data, images, text, audio and video) is free of viruses.

Copyright Statement

Components (including images, audio, video, text) are copyright. Apart from fair dealing for the purposes of private study, research, criticism or review as permitted under the Copyright Act 1968, no part may be reproduced, copied, transmitted in any form or by any means (electronic, mechanical or graphic) without the prior written permission of the State of Victoria. All requests and enquiries should be directed to the CAMS System Administrators via email rdn.cams@dse.vic.gov.au.

LOGGING INTO CAMS

Steps

1. Log onto the CAMS website cams.dse.vic.gov.au
2. Log into CAMS using your User Id and your CAMS Password.
3. Click LOGIN.
4. The CAMS Main Menu will open.

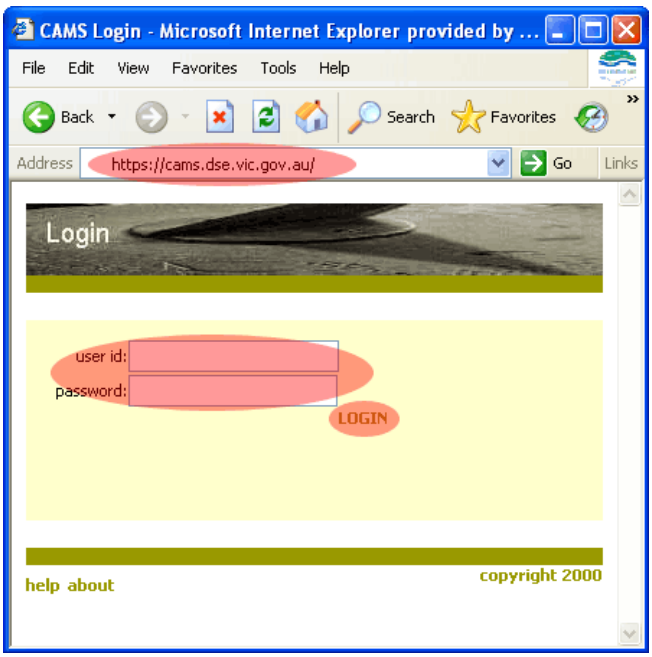


Figure 1: CAMS Website

3. BUDGET LINES

INTRODUCTION TO BUDGET LINES

A budget line is an "account" which identifies the name of the project funded and source of funds (e.g. NHT – CCMA Bushcare – 2002/2003) and facilitates the CAMS User to record, allocate and report Works Projects under a particular budget line and thus demonstrate the achievements that have been delivered.

Remember - Before you can enter any projects in CAMS a budget line must be created - please contact the CAMS co-ordinator to arrange this.

In the past a number of formats have been used to create budget lines – formats have been developed to link with funding details for that financial year.

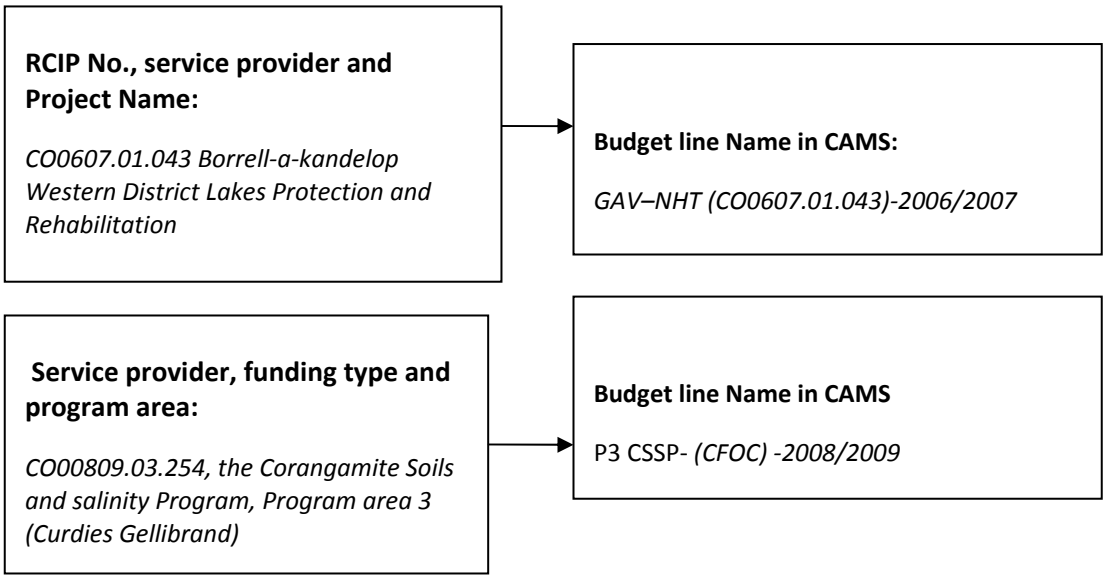

RCIP No., service provider and Project Name:
CO0607.01.043 Borrell-a-kandelop Western District Lakes Protection and Rehabilitation
Budget line Name in CAMS:
GAV–NHT (CO0607.01.043)-2006/2007
Service provider, funding type and program area:
CO00809.03.254, the Corangamite Soils and salinity Program, Program area 3 (Curdies Gellibrand)
Budget line Name in CAMS
P3 CSSP- (CFOC) -2008/2009

Figure 2: Naming Protocol of budget lines in CAMS

ACCESS TO BUDGET LINES

Access to budget lines will be restricted to those officers working on the project. This is to rule out the possibility that other CAMS users may accidentally allocate $ inappropriately. If additional officers need to be added to the access list, the person responsible for managing that particular budget line will need to notify the Regional CAMS Coordinator to make the necessary changes.

4. ENTERING DATA INTO CAMS

INTRODUCTION

- There are many different levels of CAMS access. Please note that when you log in, the main menu and other CAMS screens may not appear exactly as they do in this standards manual. However, this should not affect your ability to follow the examples demonstrated in this manual.
- Before entering data you will need to know your budget line (see Section 3)

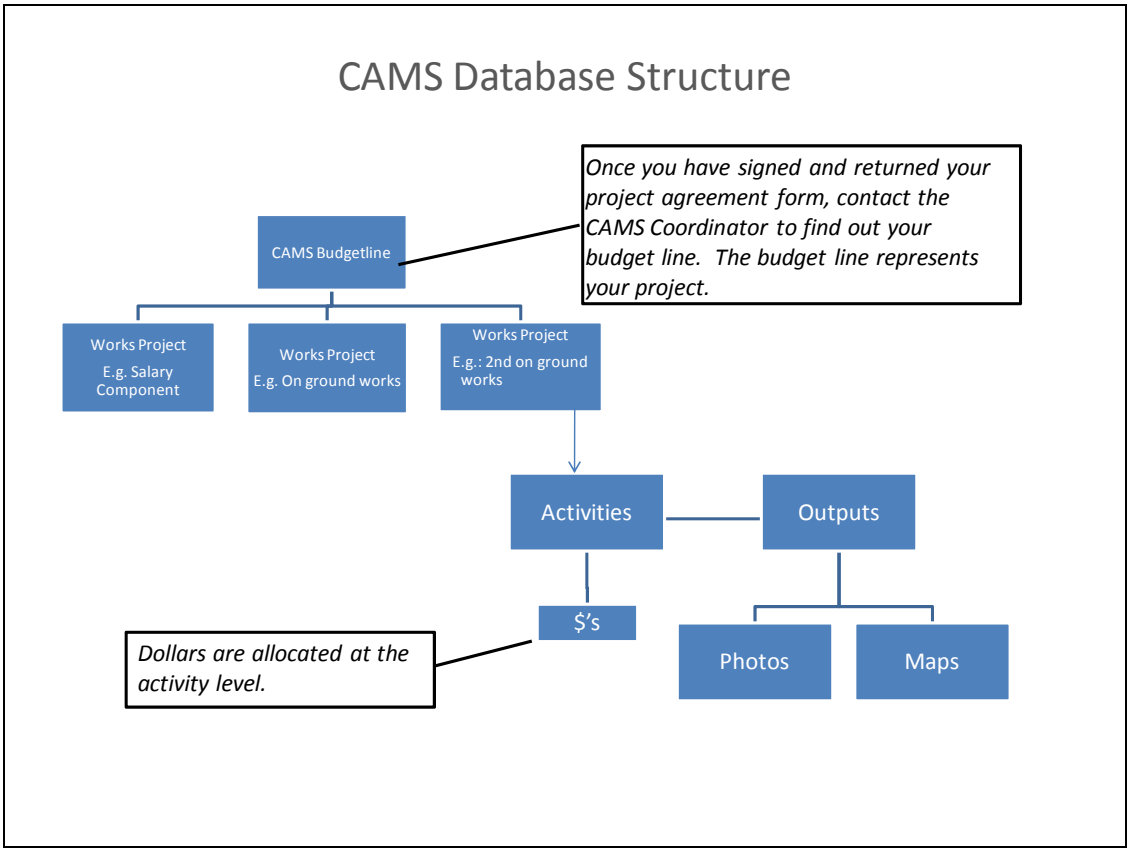

CAMS Database Structure
Once you have signed and returned your project agreement form, contact the CAMS Coordinator to find out your budget line. The budget line represents your project.
CAMS Budgetline
Works Project
E.g. Salary Component
Works Project
E.g. On ground works
Works Project
E.g.: 2nd on ground works
Activities
Outputs
$'s
Photos
Maps
Dollars are allocated at the activity level.

Figure: 3 basic structure of the CAMS Database

ENTERING LANDHOLDER DETAILS

Before you can create a Works Project, you need to check that the landholder is in CAMS under Person Maintenance (see figure: 4).

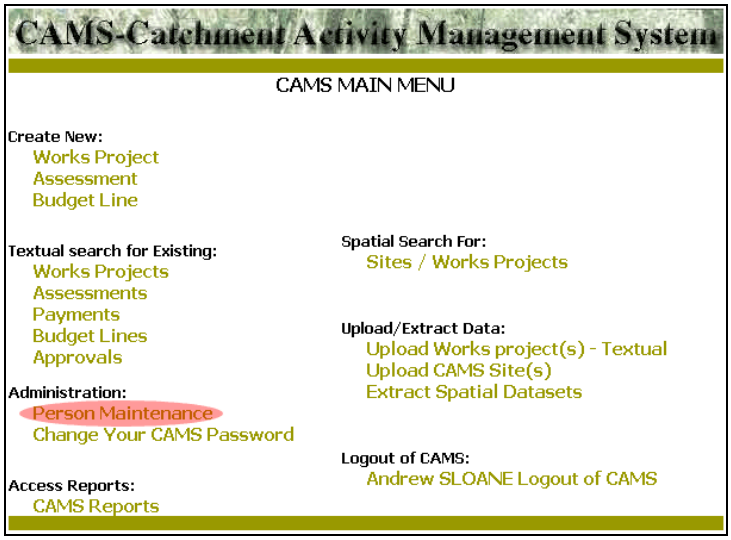


Figure 4: Person Maintenance

If the person is not listed complete the following steps;

1. Click on Person Maintenance link under the Administration section of the Main Menu (see figure 4).

2. Enter as many letters of the landholder's surname (see figure 5) and click 'search'. If they are not listed, click on Add Person (at the bottom of the page) and a new screen will open. When entering a Surname, make sure you don't add a space in front of the first initial, as this may remove the entry from the list.

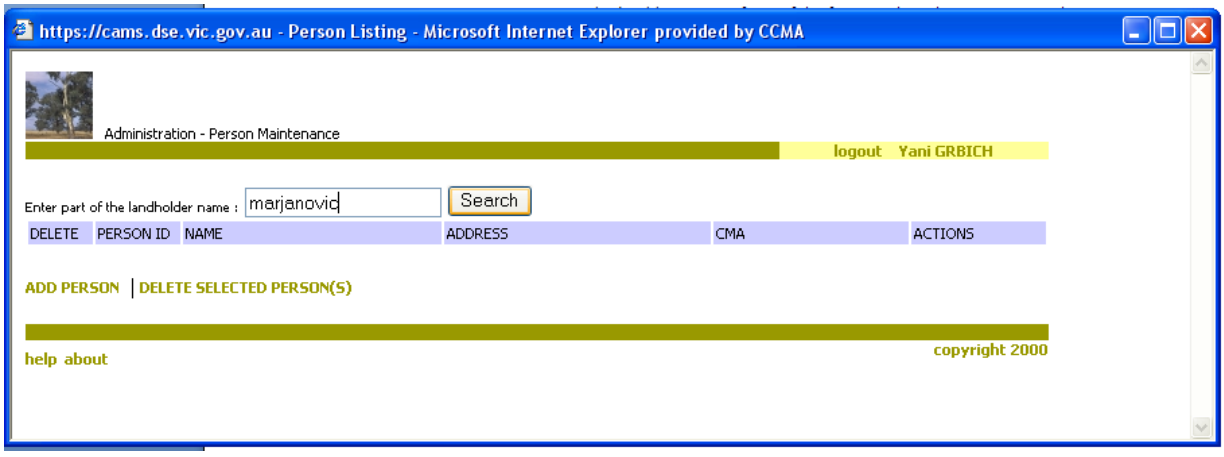


Figure 5: Administration, Person Maintenance

3. Fill in the landholder details (see figure 6). Make sure you put in their ABN, and if they are GST registered (Yes or No). This is used to calculate the GST Applicable. To check the status of their ABN refer to; www.abr.business.gov.au

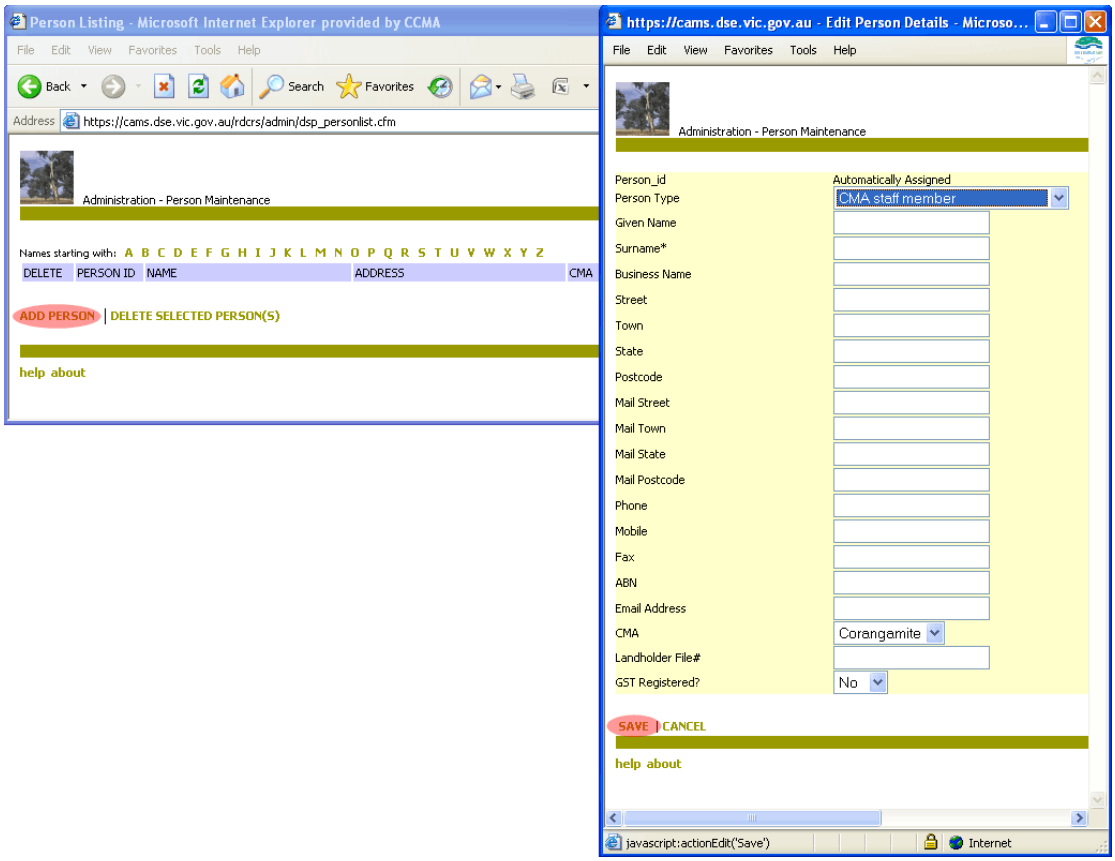


Figure 6: Populating Person Maintenance

4. If appropriate, click on 'Link To Organisations' and select organisation, then save (see figure 7)

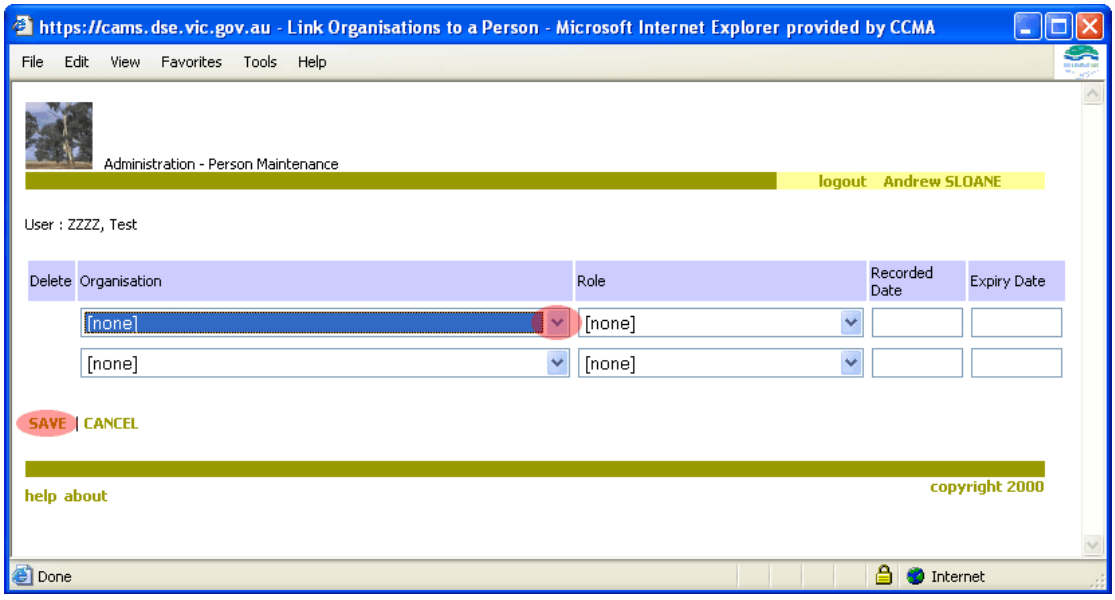


Figure 7: Link to Organisations

ENTERING THE WORKS PROJECT DETAILS

The following pages will identify the key Corangamite Regional CAMS Standards that should be adhered to when using CAMS to administer incentives and or report to the Corangamite CMA on outputs achieved for the project you have managed.

Steps;

1. To create a new Works Project click on Works Project under Create New section of the Main menu (see Figure 3 for Database structure and where Works projects fit in).

Figure 8: Create new Works Project

2. A blank project details window will open. Complete all the details consistent with the Regional CAMS Standards. Use APPENDIX E- Table 1, for assistance with data entry. APPENDIX D contains a list of Project types

3. Any field with an asterisk next to it is mandatory and you must enter information into the field before the Works Project can be saved.

4. Any field that has a grey background requires the information to be entered by first clicking on the tab option at the bottom of the screen, i.e. Primary Contact., and then selecting from the drop down list provided.

5. Click SAVE

6. Once the window has refreshed you will see that your Works Project now has a unique Works Project Number (see figure 9).

7. This is a good time to check if the GST section is filled in correctly. If it is incorrect select yes/no as appropriate from the drop down box (the field is located on the upper left hand side of the screen – figure 9) and re-save.

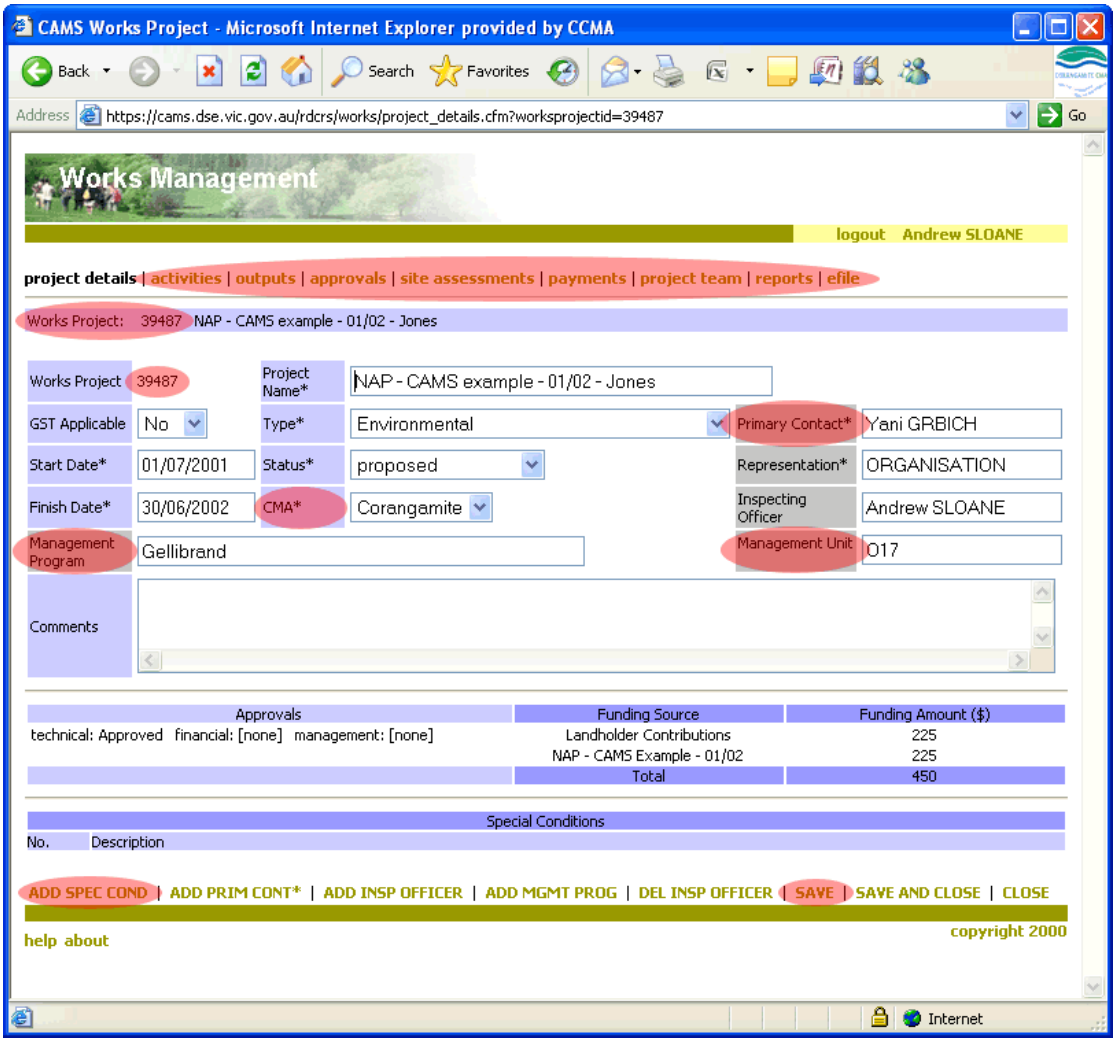

CAMS Works Project - Microsoft Internet Explorer provided by CCMA
Back
Search
Favorites
Address
https://cams.dse.vic.gov.au/rdcrs/works/project_details.cfm?worksprojectid=39487
Go
Works Management
logout Andrew SLOANE
project details | activities | outputs | approvals | site assessments | payments | project team | reports | efile
Works Project: 39487 NAP - CAMS example - 01/02 - Jones
Works Project 39487
Project Name* NAP - CAMS example - 01/02 - Jones
GST Applicable No
Type* Environmental
Primary Contact* Yani GRBICH
Start Date* 01/07/2001
Status* proposed
Representation* ORGANISATION
Finish Date* 30/06/2002
CMA* Corangamite
Inspecting Officer Andrew SLOANE
Management Program Gellibrand
Management Unit 017
Comments
Approvals
Funding Source
Funding Amount ($)
technical: Approved financial: [none] management: [none]
Landholder Contributions 225
NAP - CAMS Example - 01/02 225
Total 450
Special Conditions
No.
Description
ADD SPEC COND | ADD PRIM CONT* | ADD INSP OFFICER | ADD MGMT PROG | DEL INSP OFFICER | SAVE | SAVE AND CLOSE | CLOSE
help about
copyright 2000
Internet

Figure 9: Entering Works Project details

8. After saving you will also notice more tabs become available toward the top of the works management screen window, including:

Activities | outputs | approvals | site assessments | payments | project team | reports

9. At the bottom of the screen (figure 9) the option **Add Special Conditions** is available. If applicable add information to this field now.

Special Conditions: These may have been included in the Agreement Letter between the Corangamite CMA/DPI/Landcare Network and the Landholder/Organisation or involve more detail about the project i.e.: Stock to be excluded for 6 months (see APPENDIX H for full list of special conditions).

5. ACTIVITIES AND ALLOCATING FUNDING

The second tab from the left side of the screen is Activities (see figure 9). An activity is an on-ground action or community capacity works carried out for a Works Project, and an output is the result of doing the activities (L.Sullivan, pers. comm.). APPENDIX E-Table 2 contains the revised list of activities including definitions and the standard units in which they should be recorded.

Where government funds have been paid for the cost of the activity, the dollar value should be allocated against "$'s funded". Where the landholder has either paid cash for an activity or carried out the activity as an in-kind contribution, the dollar value should be allocated against "Landholder Contribution".

ENTERING AN ACTIVITY

The Corangamite CMA had a preferred list of activities and units of measure. See Appendix E table 2. Please use of these activities and units of measure so that information remains consistent across the region.

Remember - See Appendix E table 2 for the list of Corangamite activities and units of measure.

Steps - refer to screen shots in figure 10;

1. Click on Activities on the top tab options.
2. Click on add activity on the bottom menu. A new window will open.
3. Enter the activity details and click save and close.
4. Repeat steps 2 & 3 for any additional activities.
5. Click on allocate funds. A new window will open.
6. Click on add budget line. A new window will open.
7. Pick the appropriate Budget Line and enter the fund rate and fund amount details, click save and close (see section 3).
8. Repeat steps 5 & 6 for each contributing Government fund and/ any landholder contributions.
9. Repeat steps 2 to 5 for each activity.

Works Project Activities - Microsoft Internet Explorer provided by CCMA
Works Management
logout Andrew SLOANE
project details | activities | outputs | approvals | site assessments | payments | project team | reports | efile
Works Project: 39487 NAP - CAMS example - 01/02 - Jones
ID ACTIVITY QUANTITY STATUS FINISH $'s FUNDED Landholder Contribution $'s PAID FUNDING
ADD ACTIVITY | LINK TO OUTPUT(S) | CLOSE
copyright 2000
help about
https://cams.dse.vic.gov.au - Add Activity - Microsoft Internet Explorer provided by CCMA
ACTIVITY* Vegetation - purchase tubestock
CATEGORY*: Planned
ACTIVITY QUANTITY* 300
PLANNED START DATE* (dd/mm/yyyy) 01/07/2001
UNIT*: Number (each)
PLANNED FINISH DATE* (dd/mm/yyyy) 30/06/2002
STATUS* proposed
DESCRIPTION
SAVE AND CLOSE | CLOSE
help about
copyright 2000
Internet
Works Project Activities - Microsoft Internet Explorer provided by CCMA
93301 Vegetation - purchase tubestock 300 Number (each) proposed 30-JUN-02 225 225
ALLOCATE $
ADD ACTIVITY | LINK TO OUTPUT(S) | CLOSE
help about
copyright 2000
Internet
https://cams.dse.vic.gov.au - Fund Allocation -
Works Management
Budget Line* NAP - CAMS Example - 01/02
Fund Amount* 225
No. Units* 300
Unit Rate* .75
Approval Status* Confirmed
SAVE AND CLOSE | CLOSE
help about
copyright 2000
Internet

Figure 10: Recording activities & allocating funding

6. ENTERING THE PROJECT OUTPUTS

The third tab from the left side of the screen is the Outputs tab (Figure 11).

SELECTING OUTPUTS

If you are unsure you should consult with your program manger or CAMS coordinator when selecting outputs, as most programs have a set of outputs they use which are in line with funding targets.

ENTERING OUTPUTS

Steps;

1. Click on “Output” tab. Select ‘Add Output’; add outputs here consistent with the list of 2006/2007 Standard Outputs (Appendix I).

2. Enter details into each field in line with Regional CAMS Standards; see APPENDIX E- Table 3.

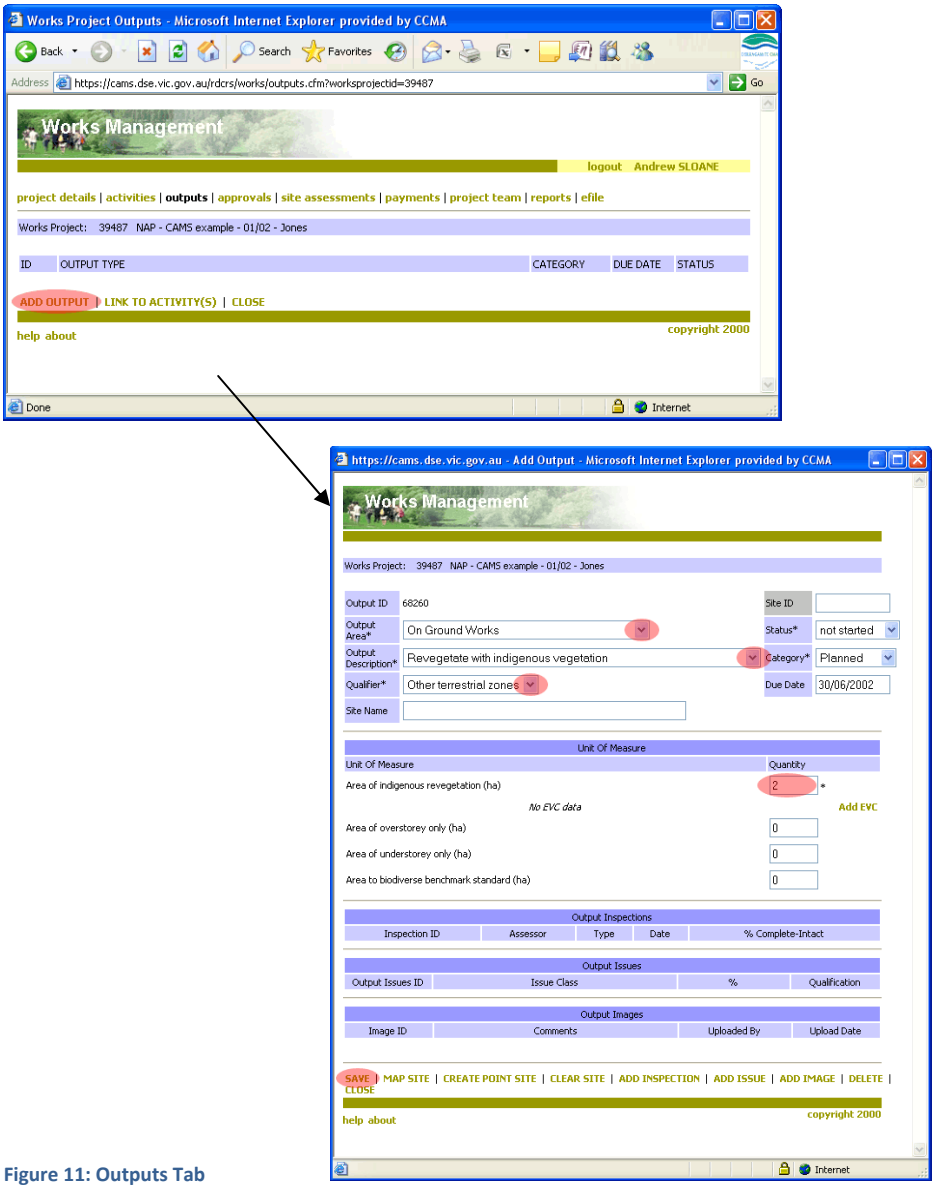

Works Project Outputs - Microsoft Internet Explorer provided by CCMA
Works Management
project details | activities | outputs | approvals | site assessments | payments | project team | reports | efile
ADD OUTPUT | LINK TO ACTIVITY(S) | CLOSE
https://cams.dse.vic.gov.au - Add Output - Microsoft Internet Explorer provided by CCMA
SAVE | MAP SITE | CREATE POINT SITE | CLEAR SITE | ADD INSPECTION | ADD ISSUE | ADD IMAGE | DELETE | CLOSE

Figure 11: Outputs Tab

3. A '*' symbol next to the Unit of Measure quantity signifies a mandatory field. An appropriate number must be entered here otherwise the Output will not be saved.

4. Click Save.

5. After saving, new options are now available. There are now tabs at the bottom of the screen that can have details entered.

6. If necessary - Add Inspection

7. If necessary - Add Issue: this section allows you to add extra detail to describe the output (i.e. 'Protection and Enhancement of Remnant Vegetation')

8. Add Image (Refer to Section 8: Uploading Photos section)

TIPS

To check which outputs require mapping refer Outputs list Appendix I.

In preparation of uploading a spatial object in CAMS, It could help to record some details in an excel spreadsheet as you enter data into CAMS as this will save you going back into CAMS to search for details as you are filling in your mapping attribute table.

Works Project Id	Output Id	Landholder name	Output Description
34921	53447	Jones	Indigenous Reveg.

(See mapping section 7 for more detail.).

ADDING EVC DETAILS

If 'Revegetate with Indigenous Vegetation' is selected as the Output Description an 'Add EVC' will appear after saving. To add EVC click on the 'Add EVC' text then fill out the appropriate fields (see figure 12)

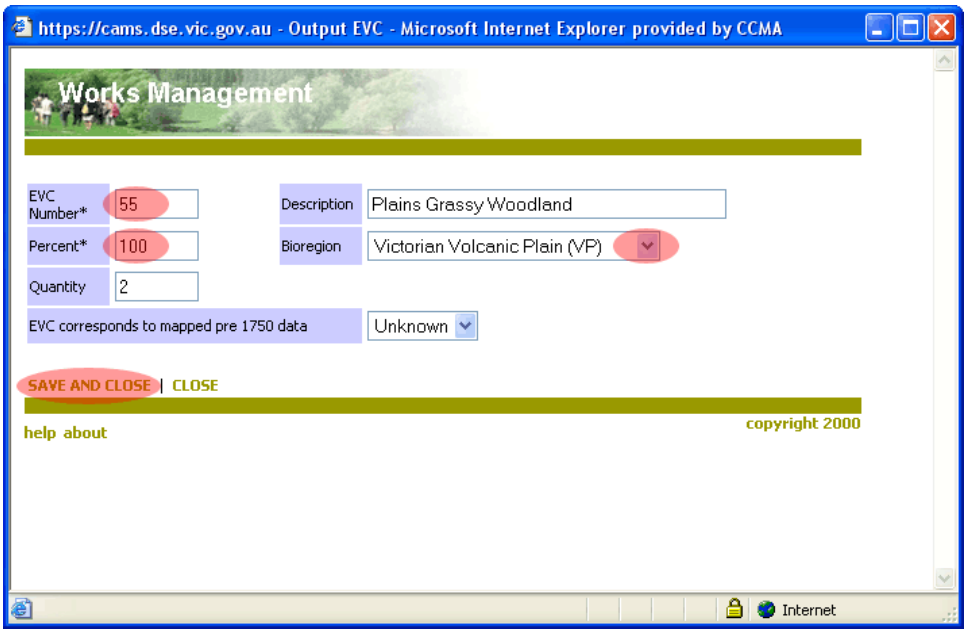


Figure 12: Adding an EVC

LINKING OUTPUTS TO ACTIVITIES

In CAMS you are able to add many activities and many Outputs to a single Works Project. This is why output(s) need to be manually linked to their appropriate activities.

Steps for linking activities and outputs;

1. Click link to activity (s). A new window will be opened.
2. Assign each activity to an output(s) using the option at the bottom of the screen. **Add allocation** will only appear as an option if there are multiple outputs (see figure 13) otherwise **assign all activities** will be the only option.
3. If an activity contributes to more than one output, fill in the allocation of each activity (i.e. the amount of the activity which contributes to that particular output).
4. Press save and close when finished allocating.

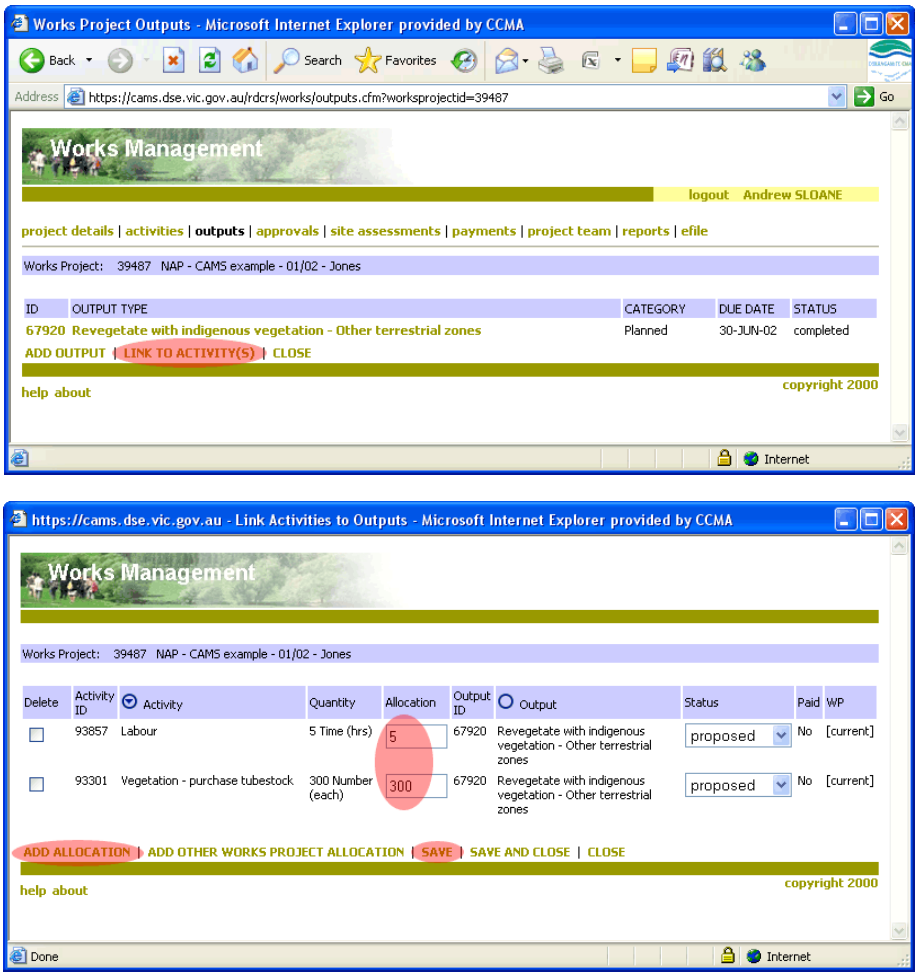

Works Project Outputs - Microsoft Internet Explorer provided by CCMA
Works Management
logout Andrew SLOANE
project details | activities | outputs | approvals | site assessments | payments | project team | reports | efile
Works Project: 39487 NAP - CAMS example - 01/02 - Jones
ID OUTPUT TYPE CATEGORY DUE DATE STATUS
67920 Revegetate with indigenous vegetation - Other terrestrial zones Planned 30-JUN-02 completed
ADD OUTPUT | LINK TO ACTIVITY(S) | CLOSE
help about
copyright 2000
https://cams.dse.vic.gov.au - Link Activities to Outputs - Microsoft Internet Explorer provided by CCMA
Works Management
Works Project: 39487 NAP - CAMS example - 01/02 - Jones
Delete Activity ID Activity Quantity Allocation Output ID Output Status Paid WP
93857 Labour 5 Time (hrs) 5 67920 Revegetate with indigenous vegetation - Other terrestrial zones proposed No [current]
93301 Vegetation - purchase tubestock 300 Number (each) 300 67920 Revegetate with indigenous vegetation - Other terrestrial zones proposed No [current]
ADD ALLOCATION | ADD OTHER WORKS PROJECT ALLOCATION | SAVE | SAVE AND CLOSE | CLOSE
help about
copyright 2000

Figure 13: Linking outputs to activities

TIPS

- Outputs must be linked to an activity, for CAMS to generate correct reports.
- This screen can also be accessed from the main activities screen via LINK TO OUTPUT(S).

7. MAPPING OUTPUTS

Mapping can be done externally in a GIS program or within CAMS itself.

MAPPING IN A GIS PROGRAM

Steps;

1. If you have plotted points using a GPS in the field, download the points and edit appropriately in a mapping program (e.g.: MapInfo, Arc etc).

   As there are a number of different GIS programs and GPS units in use across the region it is not possible to give full instructions for download and use of mapping programs here.

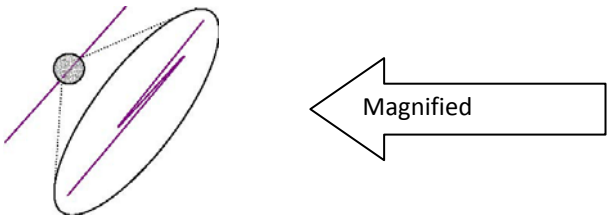
   For technical assistance regarding GIS see the CCMA GIS Coordinator or GIS contact in your organization.

2. Prepare your data for upload. This is the most important part of the process. For Mapping Cheat Sheet summarizing information below see; Appendix I.

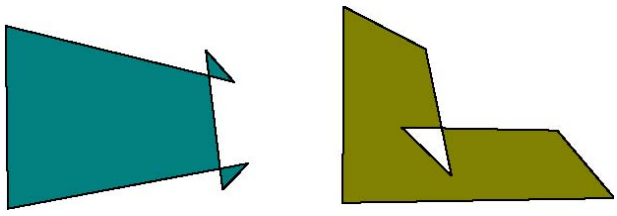
Drawing Maps

- Use projection Map Grid of Australia (GDA 94) Zone (MGA 54 or 55 as appropriate).
- CAMS **will only** accept polygons that are drawn **clockwise.**
- CAMS **will not** accept slithers or bowties. This can commonly occur when you finish your polygon.

Slithers: Looking at the shape from a large scale, it will probably look fine, but if you zoom in very close it may look like this:



Bow Ties: Bow ties might look fine from a large scale. When you zoom in you may see these.



- CAMS **will not** accept three corners of the same polygon within 1m of each other.

  Tip: When collecting waypoints with a GPS, points can be very close together. If this occurs you may need to generalise your features by deleting some points from your feature.

- If you have completed fencing and revegetation activities on a terrestrial site this is illustrated as a polygon and reported on using an appropriate revegetation output.

- A **Line** represents a **Length (km or m)** and a **polygon** represents an **Area (ha)**.

  See Output List in the CAMS Standards to check what GIS object type the Output requires.

- Multi-part polygons may be uploaded, displayed and queried but cannot be further edited using CAMS mapping.

Creating Attribute Tables

- CAMS **will not** accept Blank cells in WP_ID and Output_ID.

- CAMS **will not** accept two or more objects linked to the same output Id.

  Tip Most GIS programs allow you to combine several polygons, creating one object, thus allowing you to upload several polygons (sites) to the one output id. However different object types (such as lines and polygons) cannot be combined together.

  Tip: The most common Uploading error is two objects with the same output id.

- **CAMS requires you to enter Work project number and Output Id into the attribute table, other information can be very helpful in identifying which map should be linked to which Output Id. (See below)**

CAMS_training Browser

	Landholder	Wp_no	Output_id	Output_description	Qualifer
☐	Jones	34566	50314	Reveg	Riparian
☐	Jones	34566	50315	Reveg	Terestrial
☐	Jones	34566	50316	Fence Remn	Riparian

3. **Saving layers for upload**

- Lines and Polygons must be uploaded separately.

  Tip: Shape files automatically separate lines, points and polygons into different files. E.g.: 'layername'_polylines, 'layername'_points and 'layername'_regions. Four files are created for each object type. If you are using MapInfo the universal translator tool will allow you to split the spatial types as above.

- Multiple points cannot be uploaded into CAMS (contact the CAMS Coordinator for assistance). Single points can be created using the CAMS mapping utility.

- Existing sites for an output will be replaced with the new uploaded site. If the existing site is not linked to any other outputs or assessments, it will be deleted.

- There is a limit of 20 features per upload and 100KB per zip file, if you have more than 20 features in your layer cut and paste the remaining features into a new layer.

4. **Zipping files –** files must be zipped to be uploaded. Simply, right mouse click the selected files > select the send to > Compressed (zipped) Folder. This will create a Zip folder in the same directory as your files (see figure 15).

- A zipped shape file comprises of 4 files; SHP, SHX, DBF and PRJ.

- A zipped MapInfo file comprises of 4 files; TAB, DAT, ID and MAP.

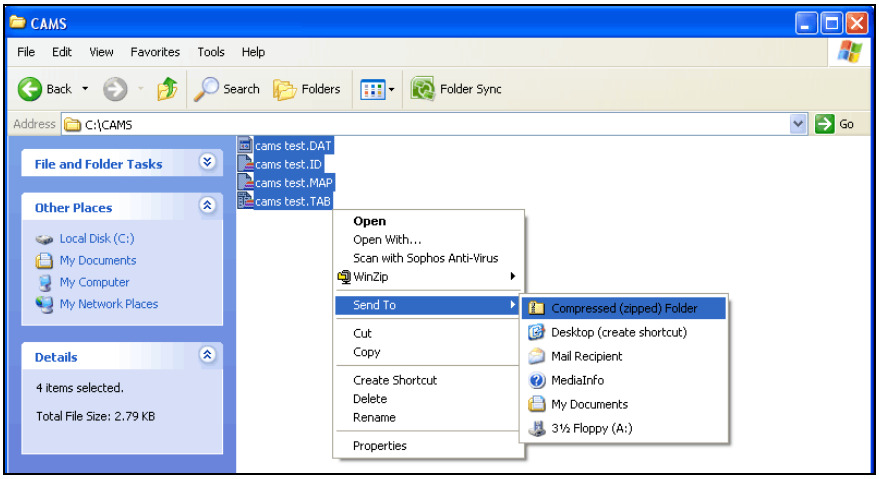


Figure15: Process to create a zip file:

5. Click on the "upload CAMS site(s)" option on the main menu.
6. Browse and select your saved zip file.
7. Change "Data set Datum" to GDA 94 (as this is the projection you should have saved your maps in earlier in the process see: drawing maps section above) . Select "Data set Projection" to MGA54 or 55 as appropriate.
8. Make sure "Dataset Link to attribute" has Output_ID selected.
9. Proceed with the upload (Figure 16).

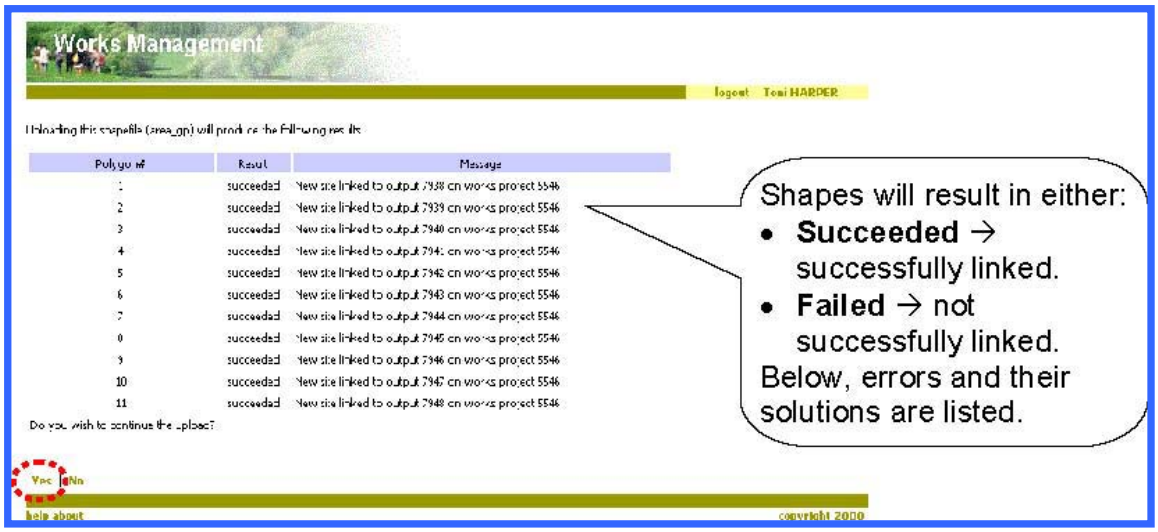


Figure 16: Successful upload of data

Any problems with uploading please contact CAMS Coordinator, GIS Co-ordinator or email rdn.cams@dse.vic.gov.au

MAPPING USING CAMS MAPPING PROGRAM

CAMS mapping currently has a few limitations;

- There are limited aerial photos and GIS layers available in CAMS (this may change in the near future).
- You are unable to combine objects or edit combined objects in CAMS. For example this would be necessary if a landholder completed a project that involves 3 separate revegetation sites on the one property making up a single project.

  NB: Objects can be combined using MapInfo or Arc and then uploaded into CAMS.

Steps;

1. Go to the works project and then relevant Output that you want to map and click 'Map Site'
2. Click on the magnifying glass button on the tool bar and locate the relevant area you will be mapping. Enlarge until the relevant area is in view. You will only be able to map within the CCMA boundaries. (see figure 17).

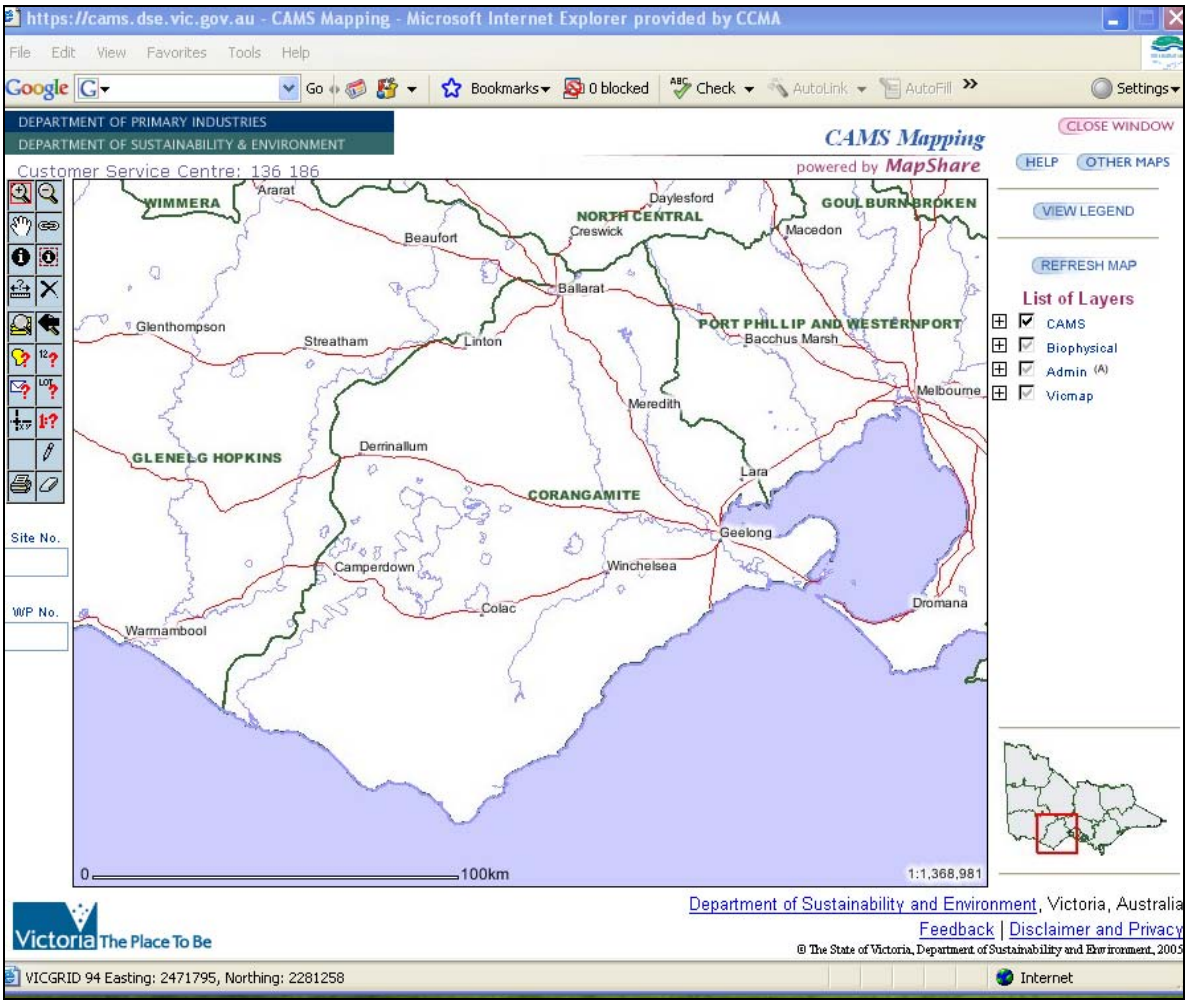


Figure 17: Mapping page showing tool bar

3. You may choose the Biophysical layer (or other layers) located on the right of the screen to assist in finding the site (see figure 18) then click refresh. Other layers that may assist include Admin and Vic map.

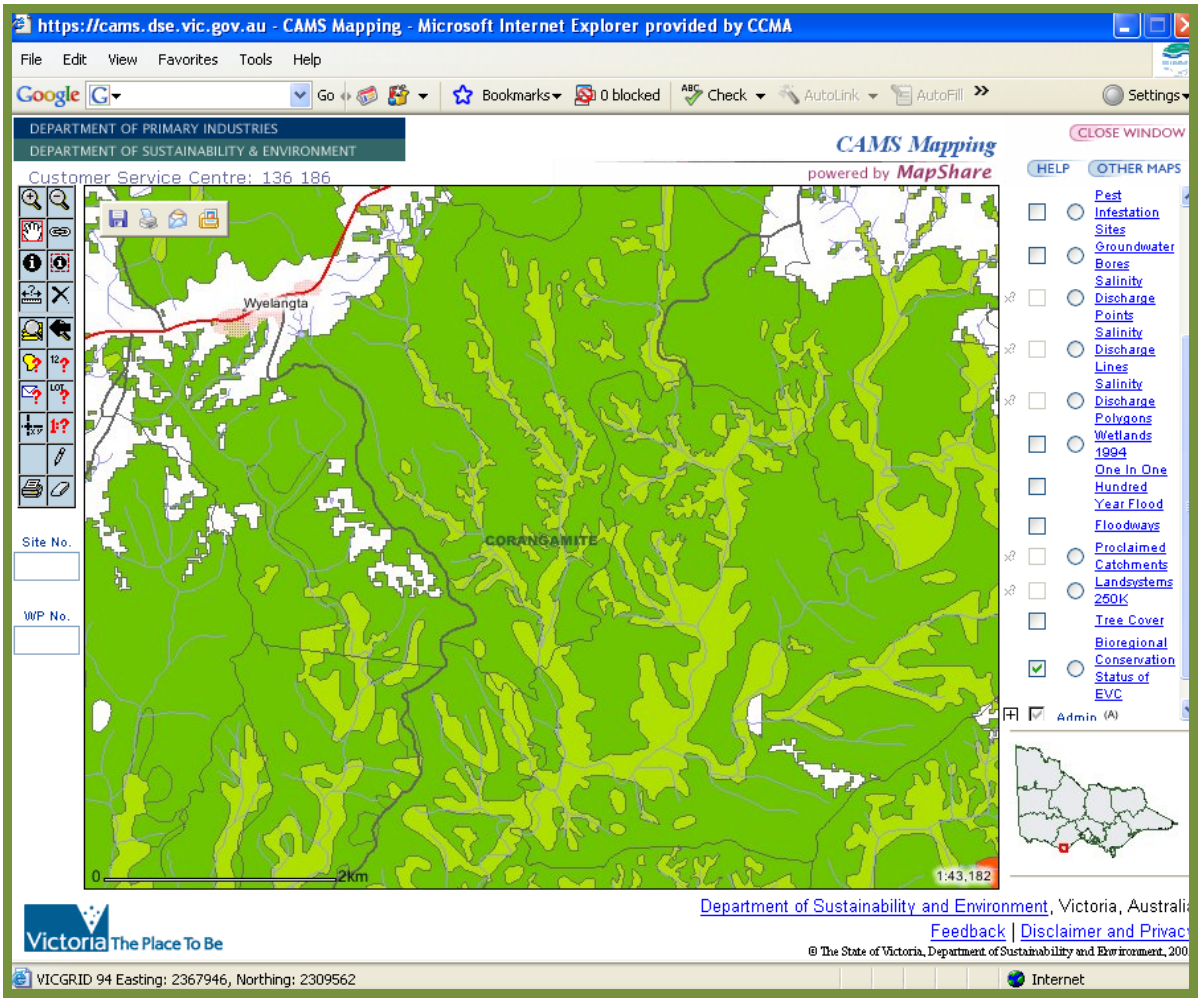


Figure 18: Using layers to assist in locating site

4. Click on the pencil symbol to create/edit CAMS sites. A new window will open that is editable. Click on appropriate symbol to create a Polygon, Circle or Line. Create appropriate object (figure 19). Once you start creating objects other buttons become available if you wish to edit the object. When finished click on the save button (disc symbol). The map will now be saved to the Output.

.

You don't need to enter the Site No or WP No, located on the left of the screen as you have come through the output screen using 'map site' already.

See figure: 18

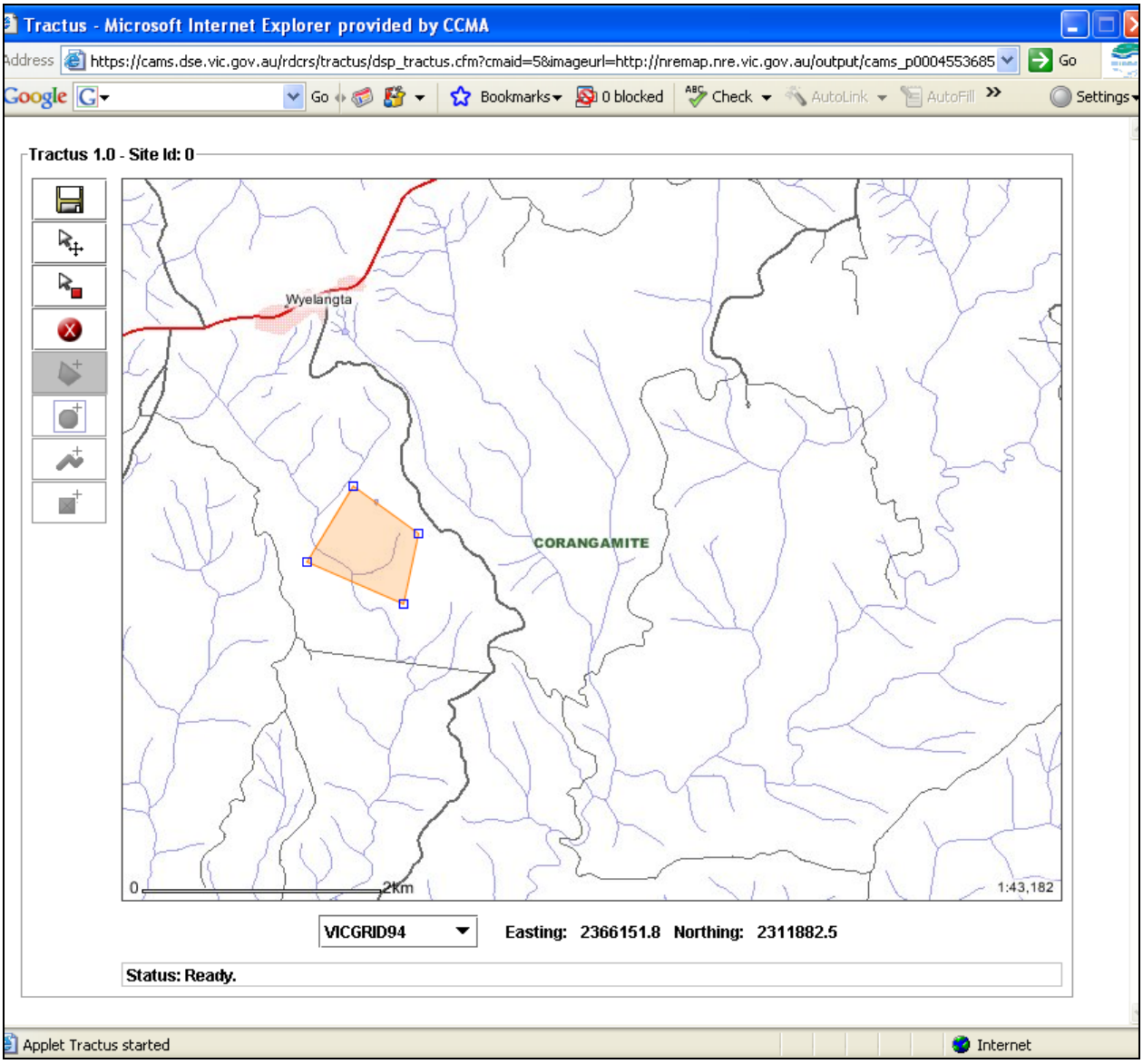


Figure 19: Creating/Editing CAMS objects

8. UPLOADING PHOTOS

Adding photos on CAMS is essentially a two-stage process. Stage one involves saving the photo onto your computer then resizing the picture. Stage Two is the actual uploading of the photo onto CAMS with the addition of appropriate comments.

PHOTOS - STAGE 1, STORE PHOTO

1. Save & Store the Photo
2. Save and store the photo in a project file on your computer hard drive
3. Resize the Photo
4. To upload a photo into CAMS, the size of the photos should be reduced to around 800x600 pixels
5. This will also reduce the file size to somewhere between 40 – 170KB
6. Use Microsoft Photo Editor, select Image/resize, change Units to Pixels, and change the Width to 800, the height will automatically change to suit the photo proportions, around 600 – SAVE.

PHOTOS - STAGE 2, UPLOAD PHOTO

1. Uploading the Photo
2. Open the relevant Works Project.
3. Go to the Outputs tab and open the applicable output.
4. Select the link at the bottom 'ADD IMAGE' and click browse button to locate your photo.
5. Click on SAVE AND CLOSE, and give it a moment to load the image (when uploaded the image will appear).
6. Scroll down the page to add comments in the space provided.
7. Comments should include;
   - Date: 14 June 2007
   - Photographer: M. Butler (DPI, Creswick)
   - Co-ordinate Details and Datum: Lat/Longs, GPS Datum: GDA 1994 (or map using CAMS 'Map photo point' function).
   - Direction Faced: E
   - Comments: Photo taken Last Remnant Flora and Fauna Reserve NW Corner looking West – East
8. Don't forget to SAVE AND CLOSE.
9. The photo will be assigned an Image ID number and this is listed at the bottom under Output Images. You can go back in to edit or delete a photo or the comments at anytime by selecting the Image ID number.

9. UPLOADING E-FILES

Next to the Report Tab, is Efiles. Additional project information such as reports can be added as word or pdf files with a maximum file size 1000 Kb and without the following characters in the filename: !@#$%^ (Figure 20).

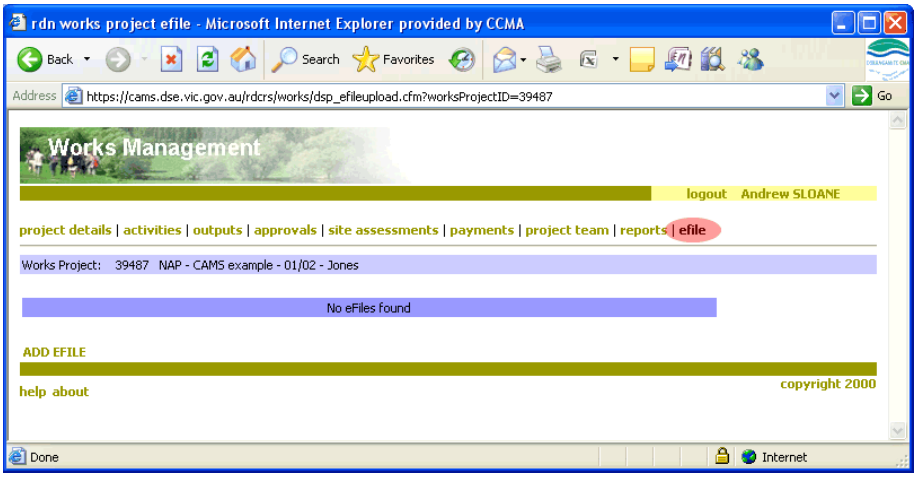


Figure 20: 9th Tab, Efile

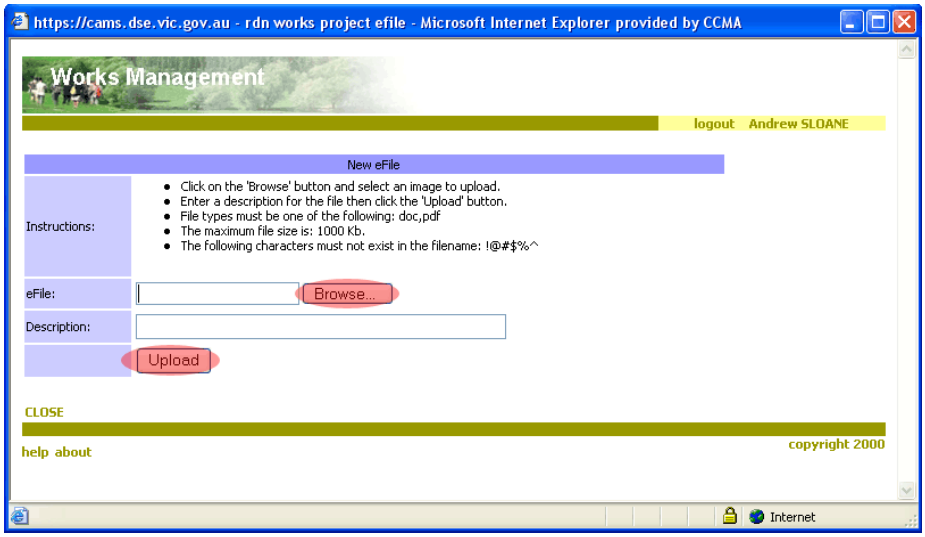

https://cams.dse.vic.gov.au - rdn works project efile - Microsoft Internet Explorer provided by CCMA
Works Management
logout Andrew SLOANE
New eFile
Instructions:
Click on the 'Browse' button and select an image to upload.
Enter a description for the file then click the 'Upload' button.
File types must be one of the following: doc,pdf
The maximum file size is: 1000 Kb.
The following characters must not exist in the filename: !@#$%^
eFile:
Browse...
Description:
Upload
CLOSE
help about
copyright 2000
Internet

Figure 21: Uploading an Efile

RULE

A Species list is required to be uploaded for Revegetation Outputs

10. APPROVALS

<u>Please note</u>: completing approvals may not be compulsory for your project and funding, contact the CAMS Coordinator if you have any queries.

The Approvals TAB is the fourth TAB from the left (figure 22). In CAMS there are three levels of authorization; Technical, Financial and Management Approval. The levels of authorisation relate to the phase that the project is in. For example see Figure 22.

Use Appendix E-Table 4 for guidance.

<u>TIPS</u>

- Completing approvals will make activities and outputs become un-editable.
- Only some levels of CAMS access can remove approvals.
- The person who is logged into CAMS will have their name appear as the approver.

Steps;

1. Click on approvals on the top tab options.
2. Change the status of the drop down lists and fill in any appropriate comments.
3. Technical (Extension Staff Member, Landcare Coordinator or Project Officer)
4. Financial (CCMA representative on receipt of Final report or the program's manager)
5. Management (Program Manager or CCMA representative on receipt of Final report)
6. Press SAVE when finished approving.

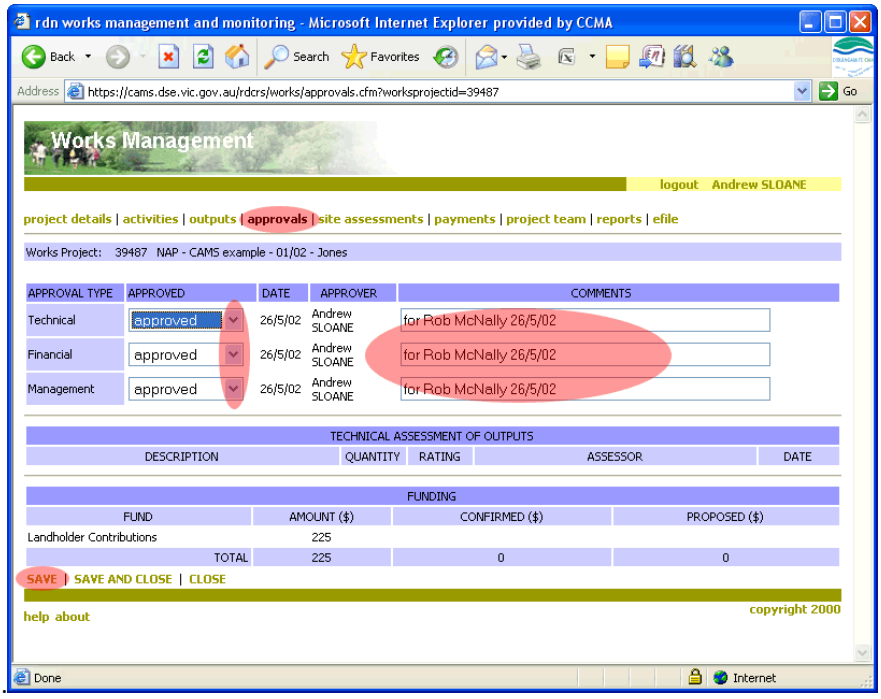


Figure 22: 4th Tab, Approvals

11. PAYMENTS

The CMA or devolved fund manager is responsible for recording payments in CAMS.

In the majority of regions, the CMA's are responsible for completing this task. For instruction on completing payments, please contact rdn.cams@dse.vic.gov.au

To identify if a payment has been made click on the payments tab located six tabs from the left of the screen (Figure 23).

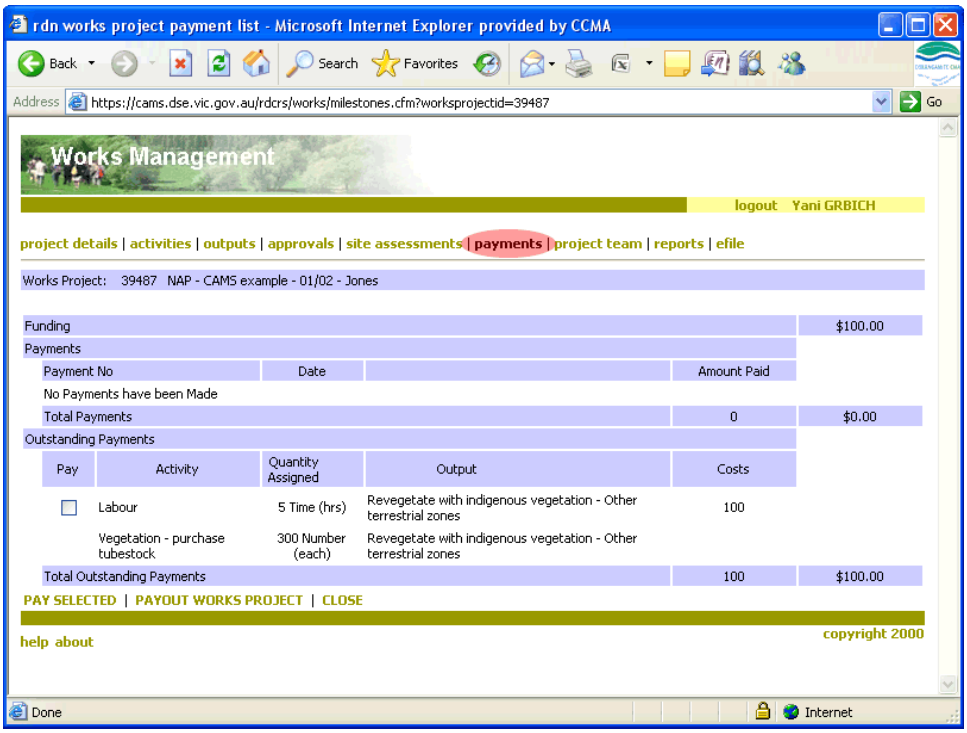


Figure 23: 6th Tab, Payment Details in CAMS

TIP

If there is no box under "Outstanding Payments", this payment is not able to be paid. Check that activities are linked to an Output and that the three levels of Approval have been authorised. In figure 23 there is an outstanding payment.

12. SITE ASSESSMENT

Details of initial Site Assessments can be recorded in CAMS using the Site Assessments Tab. This is not compulsory, but could be a useful function.

Site assessment details include; describing the assessment, the type of assessment conducted, date of assessment, priority rating and who completed the assessment.

Steps;

1. Click on site assessment on the top tab options
2. Click on add assessment on the bottom menu. A new window will open. Complete all the details that describe the Assessment including selecting the type of assessment you want.
3. Click map site. You can either map the site per the instructions in section D of this document or refer to the CAMS mapping manual on how to link to a site that has already been mapped.
4. Press SAVE on the site assessment window. When the window refreshes you will notice that there are measures to assess against. Enter details of measures. Then save and close.

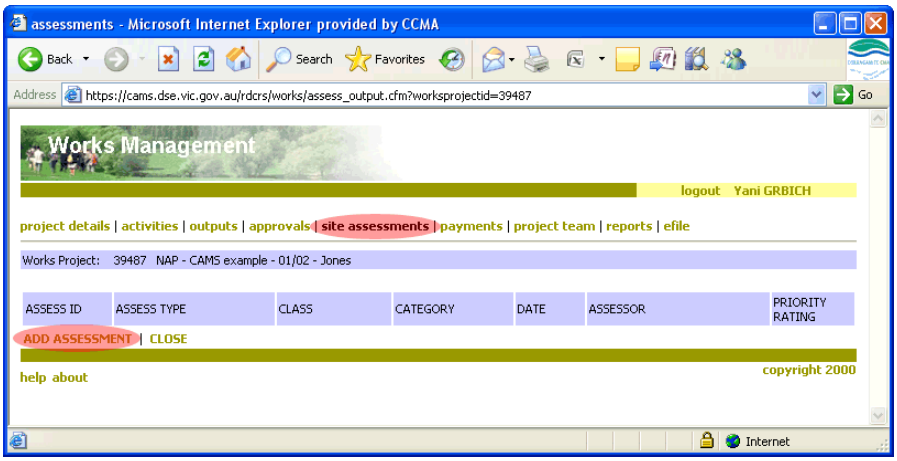

assessments - Microsoft Internet Explorer provided by CCMA
Works Management
logout Yani GRBICH
project details | activities | outputs | approvals | site assessments | payments | project team | reports | efile
Works Project: 39487 NAP - CAMS example - 01/02 - Jones
ASSESS ID
ASSESS TYPE
CLASS
CATEGORY
DATE
ASSESSOR
PRIORITY RATING
ADD ASSESSMENT | CLOSE
help about
copyright 2000

Figure 24: Site Assessments in CAMS

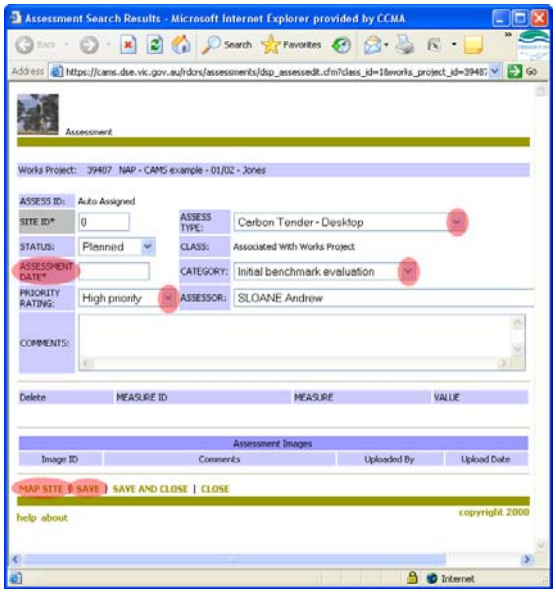


Figure 25: Site Assessment Details

13. PROJECT TEAM

The project team is a list of all people who are associated with the Works Project including agency staff (Inspecting Officers), landholders, Landcare Groups or Landcare Networks (Primary Contacts).

Steps;

1. Click on project team on the top tab options.
2. Click add person and select them from the person from the list. (If they are not there, they need to be added to the person database, see section 4.2).
3. Click SAVE.

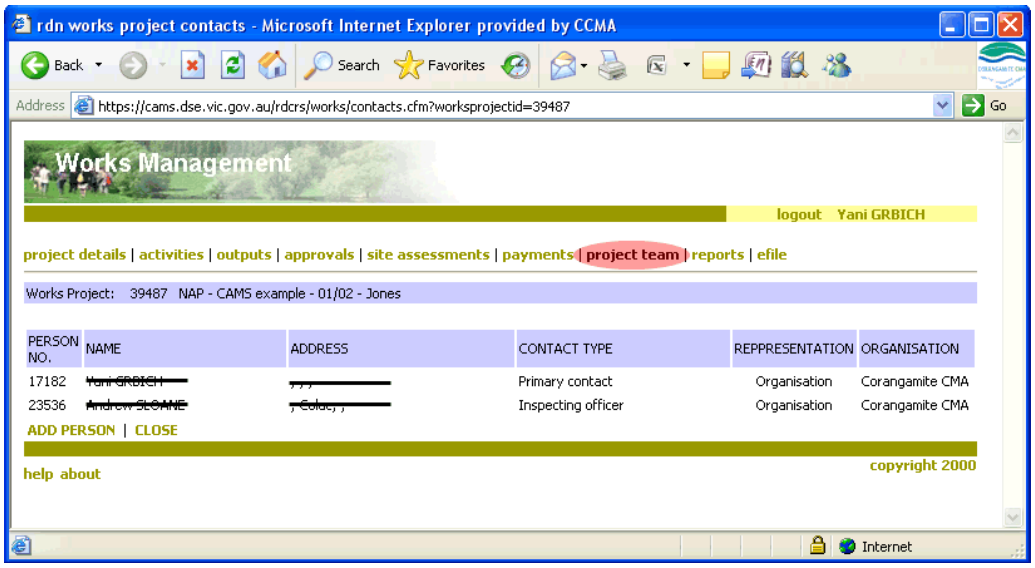


Figure 26: Project Team associated with a Works Project

TIP

Leave original agency staff so you can build up a history of those involved in the Works Project.

14. REPORTS

PROJECT REPORT AND SITE MAPS

The Project Report is a summary of all of the works project details that have been entered into CAMS. These reports are often used and attached to inspection reports (progress or final) to check that the activities and funds meet the agreement before payment is made.

Steps;

1. Go to the CAMS main menu > from sub menu **Textual search for Existing:** select **Works Projects.**
2. Open the works project you need the report for and from the menu options along the top of the screen select "reports".
3. Select required reports;

   Project report (must print A4 landscape)
   works project site map

Corangamite CMA CAMS Users can request other reports from the CAMS Coordinator or rdn.cams@dse.vic.gov.au, but please allow a minimum of 5 days to receive your report.

TIPS

- Project reports must be printed in Landscape and contains all the details recorded against the Works Project.
- Under the reports section there is also an option to generate a Landholder Approval Letter automatically. Once the project has had Technical Approval (Appendix E- Table 4) the Project Landholder Approval Letter can be created The letter will contain a zipped .rtf file that containing all the details recorded against the Works Project.
- If you are unable to print a site map it maybe because one has not been uploaded or drawn in CAMS.

ACTIVITY/OUTPUT VALIDATION AND OTHER REPORTS

Activity/Output Validation Reports

A Validation Report enables the CAMS User to confirm that all activities selected for a Works Project have been linked to an output and all outputs are linked to an activity. If the activities aren't linked to an output, other reports can be affected.

Steps - see figure 27;

1. Click on CAMS Reports from the main menu.
2. Under Validation heading select **Activity/Output Validation Report**
3. Select your CMA.
4. Select appropriate budget line.
5. Run report.

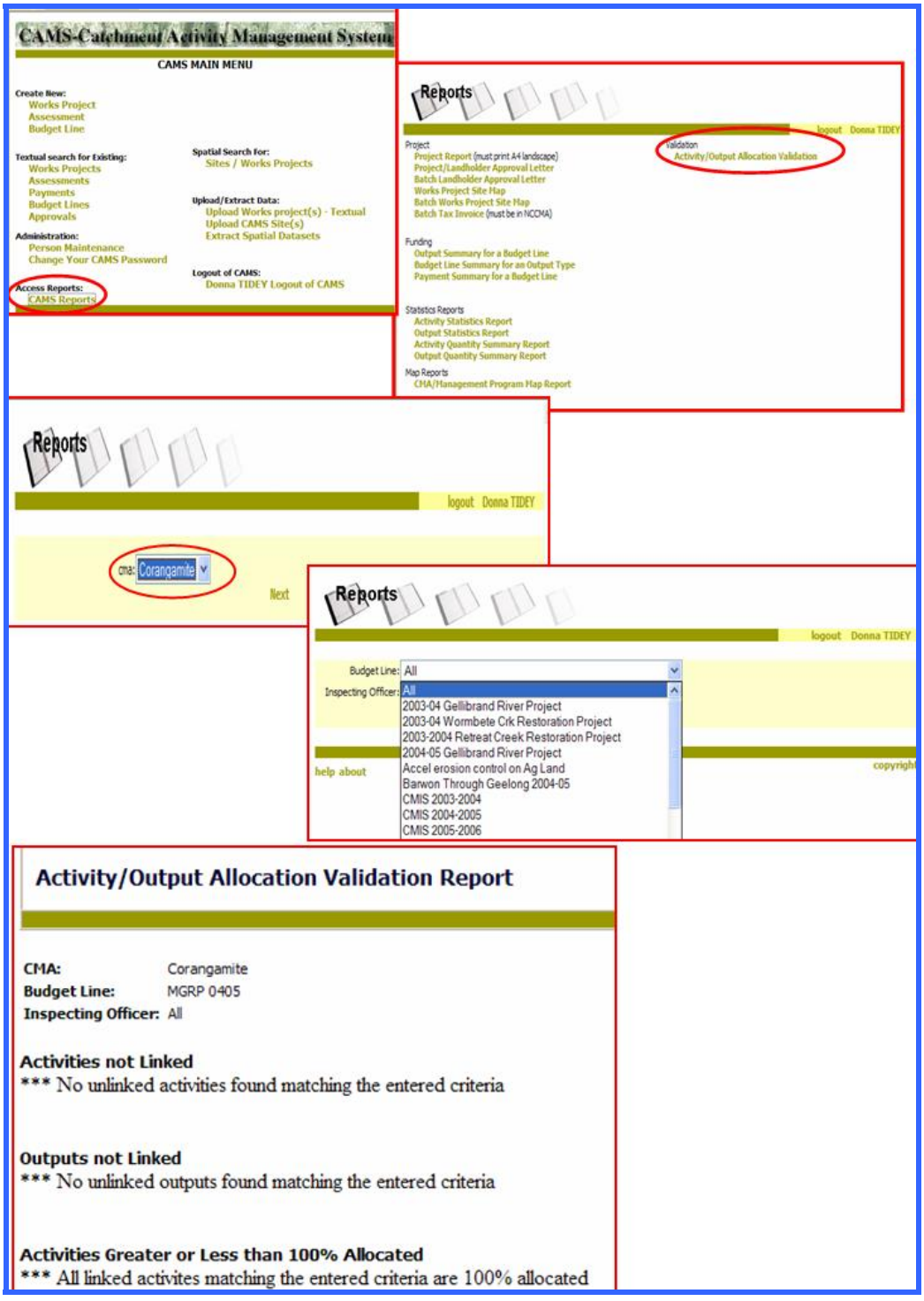


Figure 27: Process to run an Activity/Output Allocation Validation Report

Steps - Other Reports;

1. See figure 27, click on CAMS Reports from the main menu.
2. Select appropriate report from the list – your options may vary according to your level of CAMS access (e.g.: figure 28).

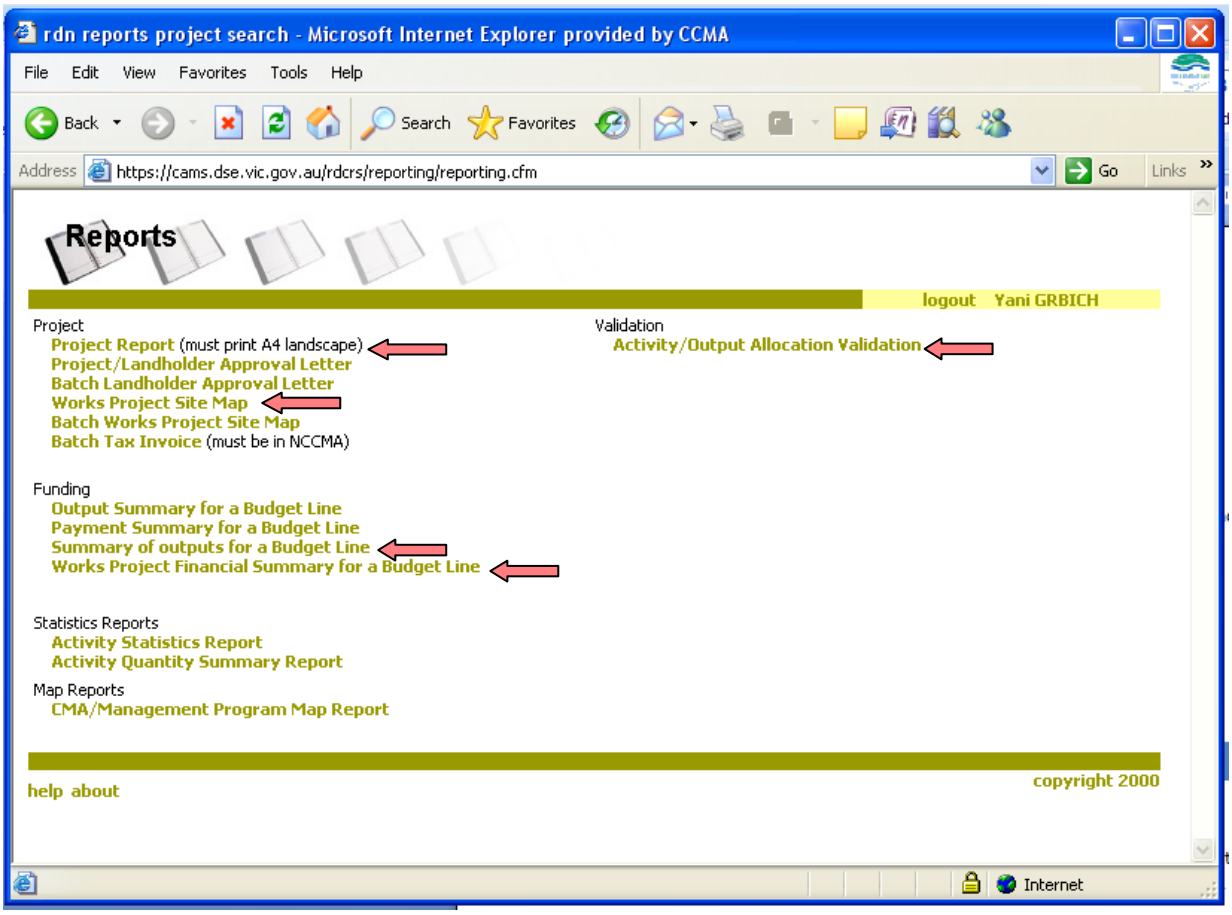


Figure 28: All Recommended report.

15. EXTRACTING DATA

Please Note: Only some access levels can extract data. If you are unable to do this please contact the CAMS Coordinator or rdn.cams@dse.vic.gov.au to request a data extract.

Steps;

1. From the main menu select > Upload/Extract Data: **Extract Spatial Datasets**
2. Follow prompts to extract data by budget line.

16. APPENDIX A APPROPRIATE USE/REQUEST FOR ACCESS TO CAMS FORM

By submitting a request to be a registered user of CAMS you will abide by the following:

1. As a registered user of CAMS I agree to only use CAMS to administer works projects and their details according to the Grant conditions as described by my CMA, and in accordance with these guidelines. Only projects managed by my CMA or by DSE/DPI will be recorded into CAMS.
2. As a registered user of CAMS I agree to only use CAMS to administer my own works projects, not the administration of any other works projects that are in CAMS.
3. As a registered user of CAMS I will only view works project details in my CMA. I will not view details of projects in other CMAs.
4. As a registered user of CAMS I will not give my login details to another person.
5. As a registered user of CAMS I will not use the data in CAMS for any other purposes than to administer my works projects as instructed by my CMA or by DSE/DPI.

I have read and accept the above conditions.

Name: _____

Role: _____

Location: _____

❑ DSE
❑ DPI
❑ CMA
❑ Other _____

Reason for Access Request: _____

Level of Access Requested: _____

CMA(s) you work in: _____

Email Address: _____

Signature: _____ Date: ____/____/____

Witness Name: _____

Witness Role: _____

Witness Signature: _____ Date: ____/____/____

**Note the witness needs to be a CMA, DPI or DSE employee with a relationship to your access request

17. APPENDIX B STATEMENT BY A SUPPLIER

Australian Government
Australian Taxation Office

Statement by a supplier

Reason for not quoting an Australian business number (ABN) to an enterprise

Name of supplier

Address of supplier

Under the pay as you go legislation and guidelines produced by the Tax Office I provide you with a written statement that explains why I have not quoted an ABN for the current and future supply of goods and services to you.

✔ Tick the appropriate box

- The supply is made to you in my capacity as an individual, and the supply is made in the course of an activity that is a **private recreational pursuit or hobby** ☐
- The supply is made to you in my capacity as an individual, and the supply is wholly of a **private or domestic nature for me** ☐
- I (or the supplier that I represent) am/is a **non-resident who is not carrying on an enterprise in Australia** ☐
- The whole of the payment that I (or the supplier that I represent) will receive for the supply is **exempt from income tax** ☐
- I (or the partnership that I represent) have **no reasonable expectation of profit or gain** from the activity undertaken and consider that I (or the partnership that I represent) do not meet the definition of enterprise for tax purposes ☐

For this reason I am not quoting you an ABN. You should not withhold an amount from the payment you make to me for the supply. I agree to advise you in writing if circumstances change to the extent that this statement becomes invalid.

Name of authorised person (if not the supplier)

Signature of supplier or authorised person

Date ☐☐/☐☐/☐☐☐☐

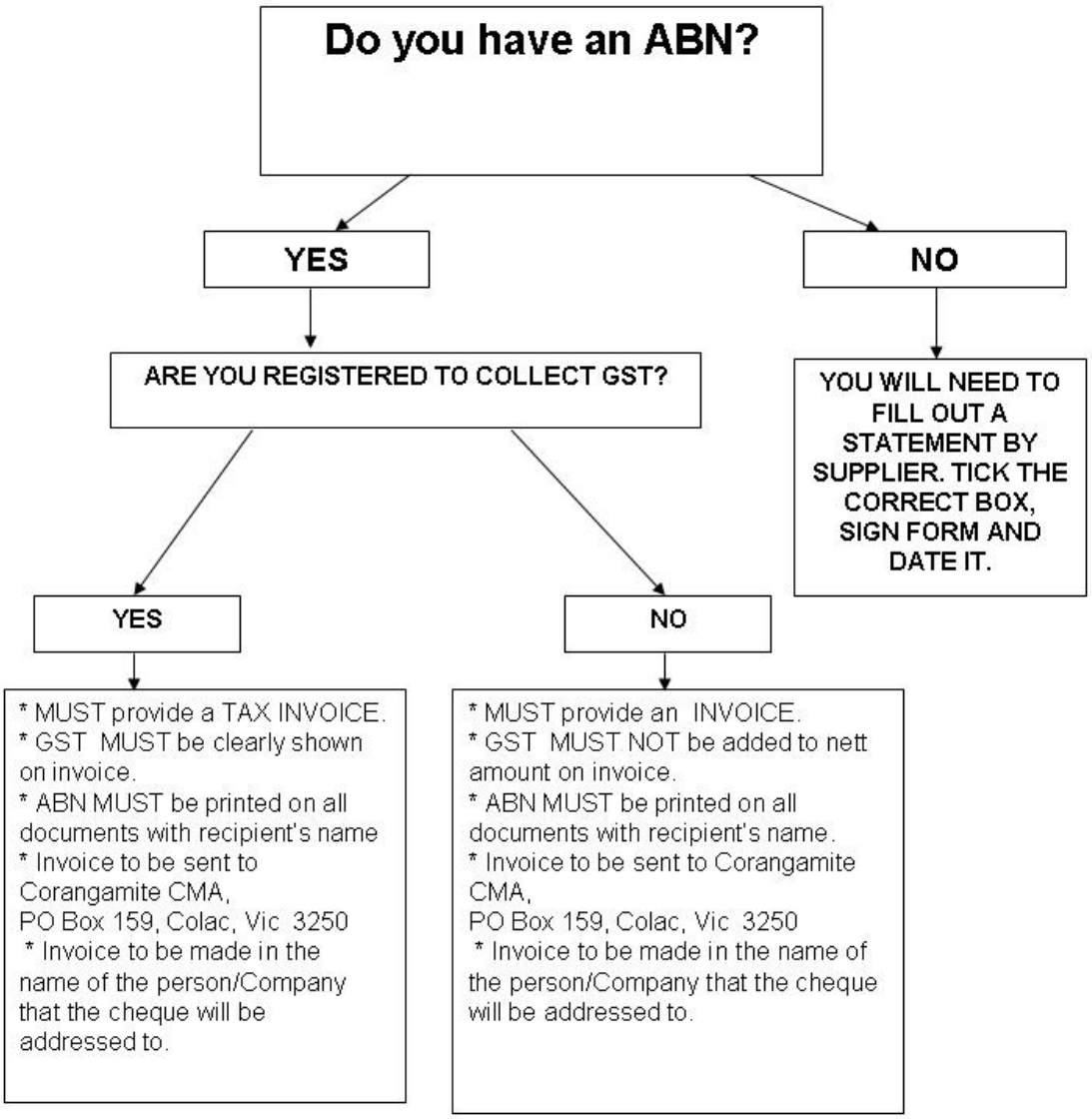
Daytime contact phone number

It is an offence to make a false or misleading statement

The person or entity to whom this statement is made should retain the statement for 5 years

NAT3346–2.2004

18. APPENDIX C ABN FLOWCHART


Do you have an ABN?
YES
NO
ARE YOU REGISTERED TO COLLECT GST?
YOU WILL NEED TO FILL OUT A STATEMENT BY SUPPLIER. TICK THE CORRECT BOX, SIGN FORM AND DATE IT.
YES
NO
* MUST provide a TAX INVOICE.
* GST MUST be clearly shown on invoice.
* ABN MUST be printed on all documents with recipient's name
* Invoice to be sent to Corangamite CMA, PO Box 159, Colac, Vic 3250
* Invoice to be made in the name of the person/Company that the cheque will be addressed to.
* MUST provide an INVOICE.
* GST MUST NOT be added to nett amount on invoice.
* ABN MUST be printed on all documents with recipient's name.
* Invoice to be sent to Corangamite CMA, PO Box 159, Colac, Vic 3250
* Invoice to be made in the name of the person/Company that the cheque will be addressed to.

19. APPENDIX D DEFINITION OF PROJECT TYPES

Outlined below is the state-wide list of project types that is selected in the Project Details Screen in CAMS including definitions of their use.

Project Types	Definition of Project Types
Auctions/Tenders	Where the project has been funded via an Auction or Tender Process e.g Victorian Volcanic Plains Tender
Assessment Only	Where the project has undergone an assessment to determine its feasibility and it has not progressed to the stage of being funded.
Drought Response	The focus on the project is on the construction of Stock Containment Areas.
Dryland Salinity	The focus on the project is on the protection and mitigation activities of saline areas in the Corangamite CMA region.
Environmental	Where the project has been delivered through the Environmental Best Management Practice (EBMP) Program, which seeks to implement actions identified in landholder action plans.
Emergency Recovery Activity	Not used in Corangamite CMA.
Farm Forestry	The focus on the project is on farm forestry, which involves the planting and management of timber for a commercial purpose.
Fire Recovery	The focus on the project is to assist areas recover from the impacts of fire e.g track rationalisation and replacing fences etc.
Floodplains	The focus on the project is on the protection and conservation of floodplain assets in the Corangamite CMA region.
Greenhouse	The focus on the project is on the establishment of plantation areas to offset greenhouse gas emissions.
Irrigation Salinity	Not used in Corangamite CMA.
Land Erosion	The focus on the project is on the protection and mitigation activities of soil assets in the Corangamite CMA region.
Mandatory Environmental Management	Not used in Corangamite CMA.
Native Vegetation	The focus on the project is on the protection and conservation of terrestrial native vegetation assets in the Corangamite CMA region.
New Irrigation Development	Not used in Corangamite CMA.
NVM Field Mapping	The focus on the project was to visit field sites funded under Bushcare,

Project 2001	2020 Revegetation, Second Generation Landcare 2001 and represent them spatially in CAMS.
Pest Plant & Animal Control	The focus on the project is the implementation of on-ground pest plant and animal control activities
Plans & Planning	The focus on the project is on the preparation of plans e.g action plans, work plans.
Statutory Planning Application	The focus on the project is Statutory Planning Applications e.g works on waterways planning applications
Training & Education (Capacity bldg)	The focus on the project is capacity building activities through training and educational programs through the employment of project facilitators (Landcare Coordinators, Extension Staff).
Water Quality	The focus on the project is monitoring water quality sites,
Water Use Efficiency	The focus on the project is on increasing water use efficiency through the installation of off-stream watering points.
Waterways	The focus on the project is on the protection, restoration and enhancement of waterway assets in the CCMA region. This would include all works carried out on stream bed, stream bank and adjoining riparian areas.
Wetlands	The focus on the project is on the protection and conservation of wetland assets in the Corangamite CMA region.

20. APPENDIX E STANDARDISED ENTRIES

TABLE 1: STANDARDISED ENTRY OF PROJECT DETAILS DATA CHECKLIST

CAMS Category	Standard Entry	Comments
Works Project No.	Refer Comments	The Works Project (WP) is auto-generated.
Project Name	Funding Program, Service provider, Year, Landholder Surname EBMP –DPI 0809 - Peters	Is it the same name and fund source as stated on Agreement Letter? (e.g. EBMP and landholder contact)
GST Applicable	a) Yes, if they have an ABN and are registered to collect GST. b) No, if they have an ABN but are not registered to collect GST. c) No, if they do not have an ABN - they will need to fill out a Statement by Supplier (Appendix C).	Is the landholder registered to collect GST? The difference between a) and b) is that with option a) CAMS automatically adds 10% GST to the NETT amount on invoice as recorded in the activity. Refer Appendix D for ABN Flowchart.
Project Type	Refer to Appendix D	What is the main reason for doing this project? I.e.: benefits to native vegetation.
Primary Contact	First name and surname	This is generally the landholder or representative managing the land, or in other circumstances the project officer doing managing the project.
Start Date	In format dd/mm/yyyy	Date the Project started. Generally, landholder has 12 months to complete activities from the date on an agreement letter. Or it may be the start date of the funding.
Status	Proposed unless evidence shows that the project is abandoned.	Status can be abandoned, proposed, in progress or completed. Status may change automatically in CAMS e.g.: once all payments have been made to the WP, the status automatically changes to Completed.

Representation	Individual or Organisation	This is populated automatically but can be updated if incorrect through person maintenance.
Finish Date	In format dd/mm/yyyy	Project completion date, actual completion date or finish of funding.
CMA	Corangamite	On default
Inspecting Officer	Name of person who will inspect and manage the Project.	Need to be a registered CAMS User. Usually Inspecting Officer is the Landcare coordinator or extension officer supporting and inspecting the project to make sure it meets requirements outlined in the signed Agreement Letter.
Management Program	Refer to Appendix F for Map of Landscape Zones	Represented by the 15 Biodiversity Landscape Zones in Corangamite CMA.
Management Unit	A Management Unit is a sub-division of each Management Program into appropriate smaller components. Refer to Appendix F for maps on each Management Units	Currently the Management Unit reflects where within the Landscape Zone works occurred. • Salinity Target Areas • Priority River Reaches • RASMAR wetland area
Comments	The comment description box is an opportunity to provide additional project detail that explains the main focus of what the project will achieve the asset values or the significance of the site (e.g. Orange-bellied parrot habitat).	If you would like to add in general comments about the project you can add it here (e.g. Plan/Allotment No.).
Special Conditions	A special condition is a rule(s) or stipulation applied to a Works Project that has been agreed upon by the Primary Contact and the Inspecting Officer during negotiations. Conditions include width of shelterbelts, specification for indigenous plants only etc.	You can select Special Conditions that will be included in the Agreement Letter that has been auto-generated in CAMS (in the Report Tab). Refer to Appendix H for a full list of Special Conditions

TABLE 2: CCMA ACTIVITIES LIST

Activities	Unit of measure	Definitions of Activity
Advice/Support- group administration assistance (No).	Number (No).	Amounts granted for insurance, incorporation fees and similar admin costs.
Contractor - hire (Hr)	Hour (Hr)	Contractor hire rate including equipment. Record materials separately if supplied by party other than contractor.
Earthworks – general (Ha)	Hectares (Ha)	Includes gully battering, gully edging, gully head control, gully side control, tunnel ripping (collapsing tunnel erosion), gully grade control.
Equipment - hire (Hr)	Hour (Hr)	Any equipment hired and used to enable project to be undertaken. Could be part of applicant contribution or funded component.
Fencing - electric (m)	Metre (m)	Stock proof fence with at least three wires – a minimum of 2 to be live.
Fencing - rabbit proof fence (m)	Metre (m)	Permanent fence constructed with rabbit proof wire.
Fencing - standard (m)	Metre (m)	Stock proof permanent fence. Add fence description.
Fertiliser (Tonne)	Tonne	Quantity of fertiliser used (Tonne).
Gypsum (Tonne)	Tonne	Quantity of Gypsum used (Tonne).
Investigations - data collection (No).	Number (No).	Investigations refer one off surveys; - Establishment of sites or field trials for research and development purposes. - Cultural heritage survey, bird survey project area/site, salinity surveys, Stream survey, Salinity surveys - Fish survey, macro-invertebrate survey - Ground truthing, mapping
Labour (reflects In-kind Landholder Labour (Hr).	Hour (Hr)	Landholder/applicants in-kind contribution in hours. Landholder in-kind contribution appears to be guided by fund source; e.g. Second Generation Landcare Grants - $28/hr e.g. NAP - $28/hr
Lime (Tonne)	Tonne	Quantity of Lime used (Tonne).

Project Management-monitoring & evaluation (No).	Number (No).	Monitoring & Evaluation includes site monitoring against a known baseline, establishment of benchmarking data or project or program evaluation activities. E.g. 1000 tube stock on 1/7/05 and on 1/1/06 500 tube stock are alive (~50% survival)
Pest animal control (Hrs)	Hour (Hr)	All activities focused on controlling pest animals (fox, hare, rabbit) by shooting, baiting, removal of harbour and warren destruction.
Pest plant control – chemical reimbursement (L)	Volume (L)	Volume of diluted chemical used to be reimbursed to landholder at a rate outlined in landholder agreement e.g. spot sprays.
Pest plant control - weed removal (Hr)	Hour (Hr)	Any weed removal - weed control, mechanical and chemical.
Plan Development - select as appropriate (No).	Number (No).	Includes: Development of stream flow management plan, restoration plan, waterway action plan, overall group/regional plans. Record as number of plans. Includes EBMP projects.
Project Management (No.)	(No.)	Project Management is the activity used to record; Salary all capacity building and educational activities, field days, workshops etc.
Structure - Erect signage (No).	No.(each)	Number of signs erected.
Structure - Fishway	No.(each)	Number of fishways constructed. Predominantly used by River Health Operations.
Structure - pile field	No.(each)	Number of pile fields constructed. Predominantly used by River Health Operations.
Vegetation - covenant established (No).	Number (No).	For example, Trust for Nature Covenants or Carbon Tender
Vegetation - farm forestry (Ha)	Hectare (Ha)	Includes, Plantations, Agro forestry and Carbon Tender.
Vegetation - planting perennial grass pasture (Ha.)	Number (Ha.)	Area in hectares of vegetation planted to perennial pasture in salt affected areas. Species and quantities of species should be uploaded as an e-file in Works Project.
Vegetation - purchase cell grown seedlings (No).	Number (No).	Hykos and lanons (not tube stock). Species lists with quantities to be attached as an e-file.
Vegetation - purchase seed (Kg)	Kilogram (Kg)	Cost of local native seed mix per Kg to be direct seeded. Species list with quantities to be attached as an e-file.
Vegetation - purchase tree guards (No).	Number (No).	Includes stakes

Vegetation - purchase tubestock (No).	Number (No).	Appropriate mix of tubestock species. Species and quantities of species should be uploaded as an e-file in Works Project.
Vegetation – site preparation chemicals (L or ha)	Litre (L) or Hectares(ha)	This includes Litres of chemicals applied either through a knap sack or as a spot spray. This should also take into account number of spot sprays.
Waterways – purchase crossing materials	No.(each)	Number of waterway stock crossings constructed
Waterways – purchase off stream watering components	No.(each)	Number of Off-stream watering points established (1=all components for 1 watering point)
Waterways – re-snagging/habitat enhancement	Length(m)	Length of stream re-snagged/enhanced
Waterways – Supply/place rock	Tonne	Quantity of rock associated with purchase and placing rock for stream works.
Waterways – willow management major (m)	Length (m)	Mechanical removal
Waterways – willow management minor (m)	Length (m)	Includes stem injection and spraying (non mechanical).
Wetlands/Lakes - wetland regulator (No).	Number (No).	Man made regulator erected at a wetland.

TABLE 3: STANDARDISED ENTRY OF OUTPUTS DATA

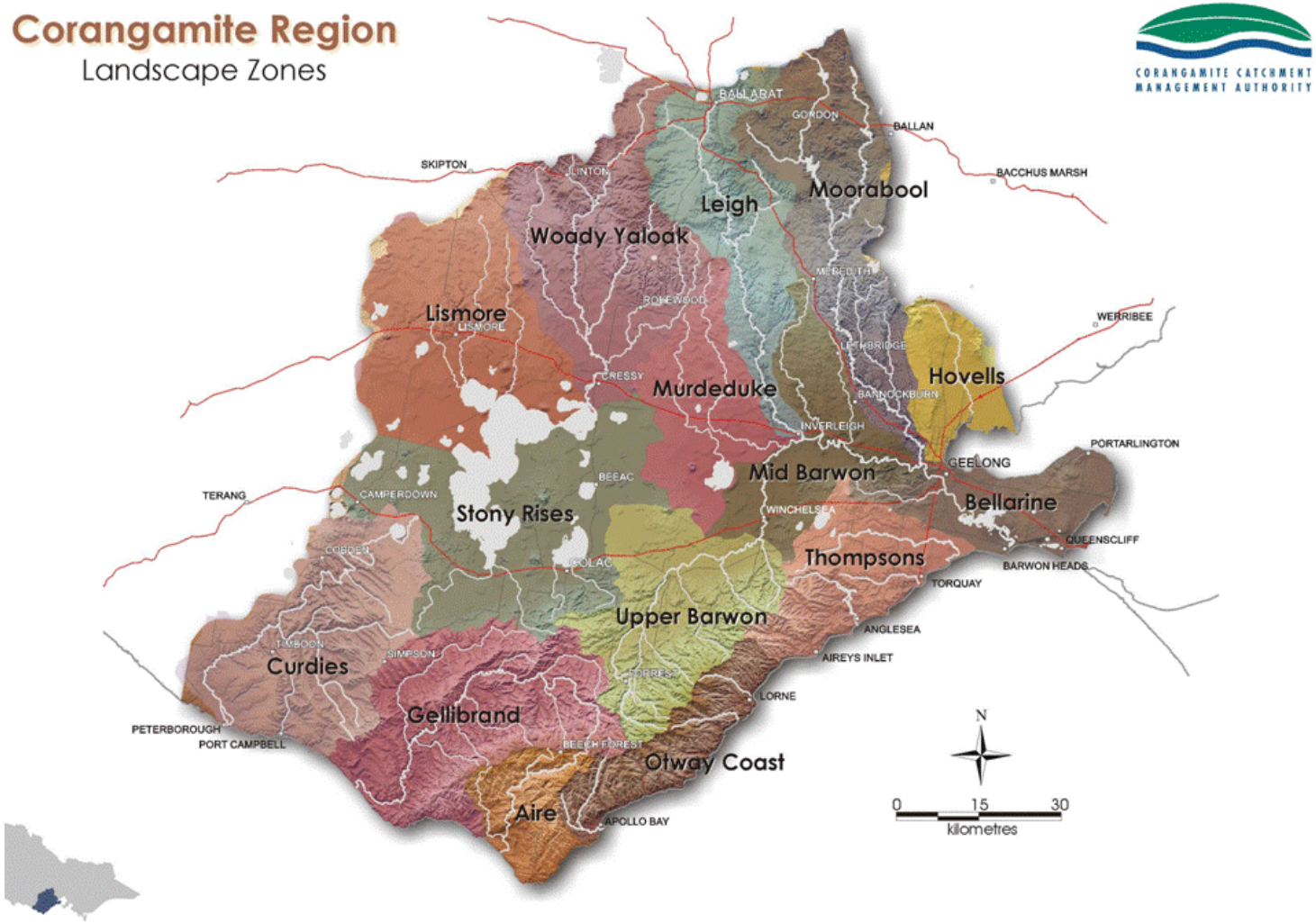
CAMS Category (see output screen)	Fields	Standard Entry
Output details	Output ID	CAMS Auto-generated number
	Site ID	This is auto-generated when your site is mapped.
	Output Area (Output Type)	Standard Outputs can be categorised as On Ground Works, Planning, Resource Assessment and Capacity Building (Appendix I).
	Status	The status of the output can be categorised as; Not Started, Planned, and Completed. If all payments are made in a works project, the project status is automatically changed to "completed".
	Output Description	Such as 'revegetation with indigenous vegetation' (see Appendix I).
	Category	Outputs should always be planned. However, 'unplanned' allows additional outputs to be added after the original planned project is paid out (and un-editable) in CAMS.
	Qualifier	The output can be qualified by identified criteria e.g. for Revegetation Projects, the site can be qualified by riparian, other terrestrial, coastal (Appendix I).
	Due Date	When the project is expected to finish. The Works Project should generally be completed within 12 months of the date of the signed Landholder Agreement Letter.
	Site Name	Not compulsory – can be used to assist the project manager e.g.: Lake site or Site 1 etc.
Output – Unit of Measure	Unit of Measure	Refer to 2006/2007 Standard Outputs (Appendix I).
Output – Inspections/Issues		CAMS User can record any issues with respect to an inspection for the Works Project. This is handy to record historical information over time.
Output – Images	Image ID	This automatically records an Image ID (numbers).
	Size of Photo	The size of the photos needs to be reduced to around 800x600 pixels. This will also reduce the file size to somewhere between 40 – 170KB. Use Microsoft Photo Editor, (see section 8).

	Comments	Standard Comments should include; Date: 14 June 2007 Photographer: M. Butler (DPI, Creswick) Co-ordinate Details and Datumn: Lat/Longs, GPS Datum: GDA 1994 (or map using CAMS photo point function) . Direction Faced: E Comments: Photo taken Last Remnant Flora and Fauna Reserve NW Corner looking West – East
	Upload Date	This automatically records the date that photos are uploaded into CAMS.
	Uploaded By	This automatically records the CAMS User initials of the person that has uploaded the photos into CAMS.

TABLE 4: STANDARDISED ENTRY OF APPROVALS

Please Note: Many older projects in CAMS do not have approvals; even currently some programs don't use CAMS approvals. However in some programs (such as EBMP) all fields have been approved.

Approval Level	Comments
Technical – Extension Officer	Extension Officer meets with landholder and discusses options for on-ground works. Works are agreed upon by both parties and Extension Officer creates Works Project in CAMS and when completed satisfactorily completes Technical Approval. Technical Authorisation Standards o All Project Details data completed o Correct activities & units recorded and dollars allocated to correct budget line o Correct outputs recorded o Activities linked to outputs o Output data mapped to standard o Before photo taken, uploaded and details entered into CAMS.
Financial – Line Manager	Extension Officer forwards applications to line manager (or CMA on receipt of final report) where manager verifies Works Project details in CAMS and authorises Financial Approval in CAMS.
Management – Program Manager	When Management approval is given, the Works Project activities and outputs will not be able to be edited. (Only those with Supervisors CAMS Access level can undo management approval). Management Authorisation Standards o Corangamite CMA Project Manager confirms all data fields in CAMS under (Project Details, Activities, Outputs and Payments) are correct and activities & outputs are linked and supported by maps & photos as agreed in Regional CAMS Standards Manual. o Final Report submitted with appropriate documents.


Corangamite Region
Landscape Zones
CORANGAMITE CATCHMENT MANAGEMENT AUTHORITY
BALLARAT
GORDON
BALLAN
BACCHUS MARSH
SKIPTON
LINTON
Moorabool
Leigh
Woady Yaloak
MERRIMU
ROKEWOOD
Lismore
LISMORE
WERRIBEE
LETHBRIDGE
Hovells
CRESSY
Murdeduke
BANNOCKBURN
INVERLEIGH
PORTARLINGTON
GEELONG
Mid Barwon
BEEAC
TERANG
CAMPERDOWN
Stony Rises
WINCHELSEA
Bellarine
QUEENSCLIFF
COBDEN
COLAC
Thompsons
BARWON HEADS
TORQUAY
Upper Barwon
ANGLESEA
TIMBOON
SIMPSON
Curdies
AIREYS INLET
FORREST
LORNE
Gellibrand
PETERBOROUGH
PORT CAMPBELL
BEECH FOREST
Otway Coast
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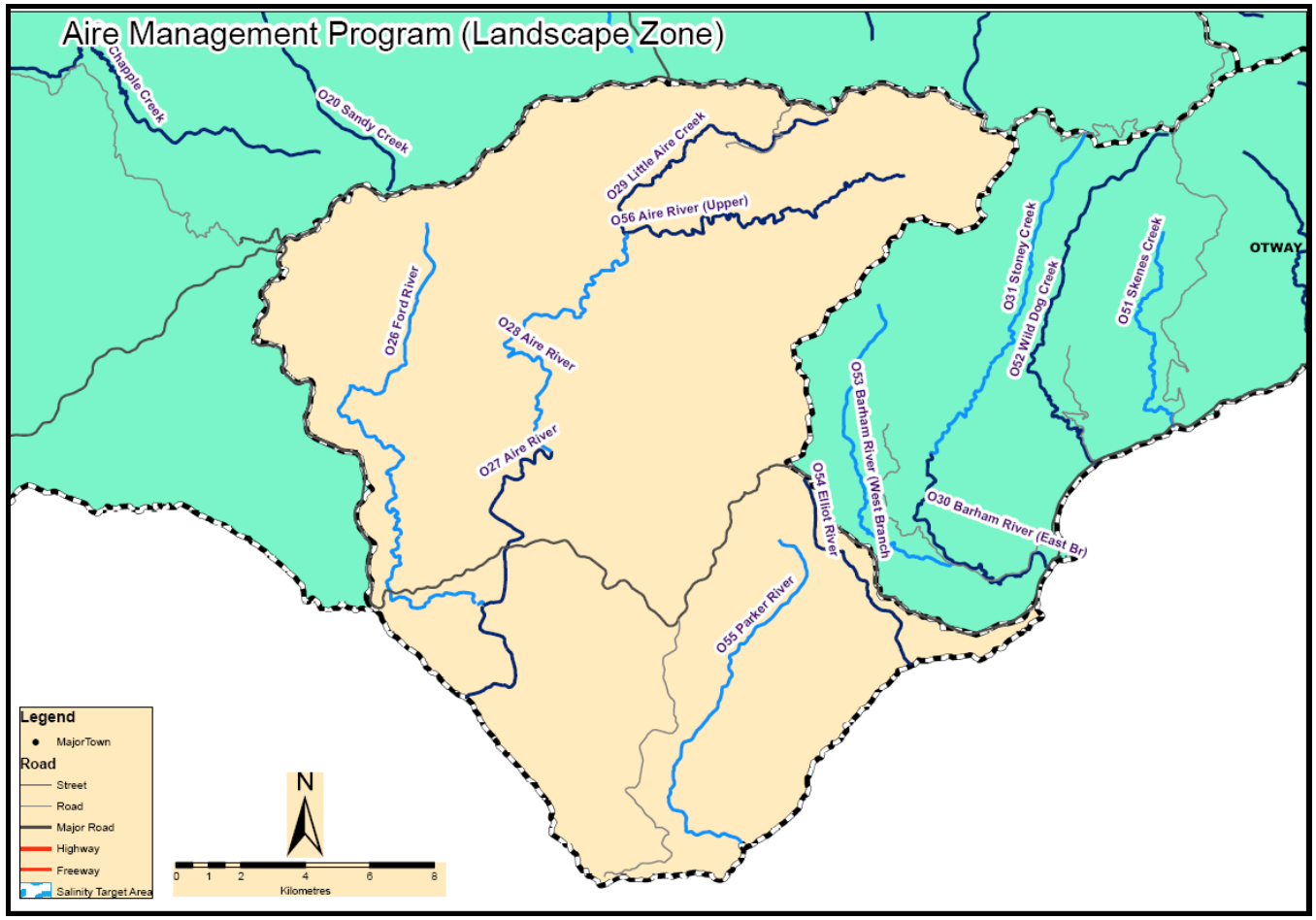
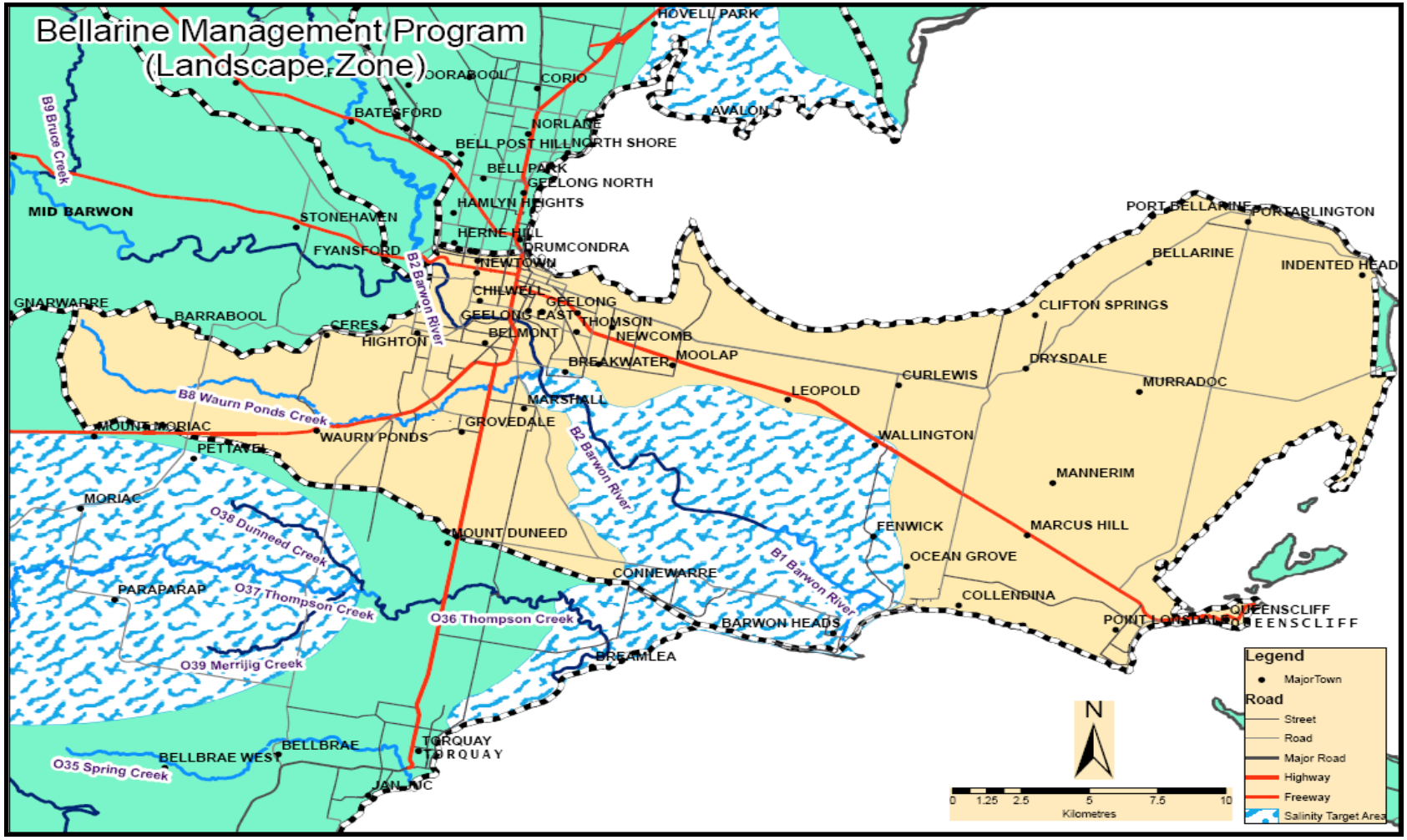
kilometres

22. APPENDIX G MANAGEMENT PROGRAM MAPS AND PRIORITIES

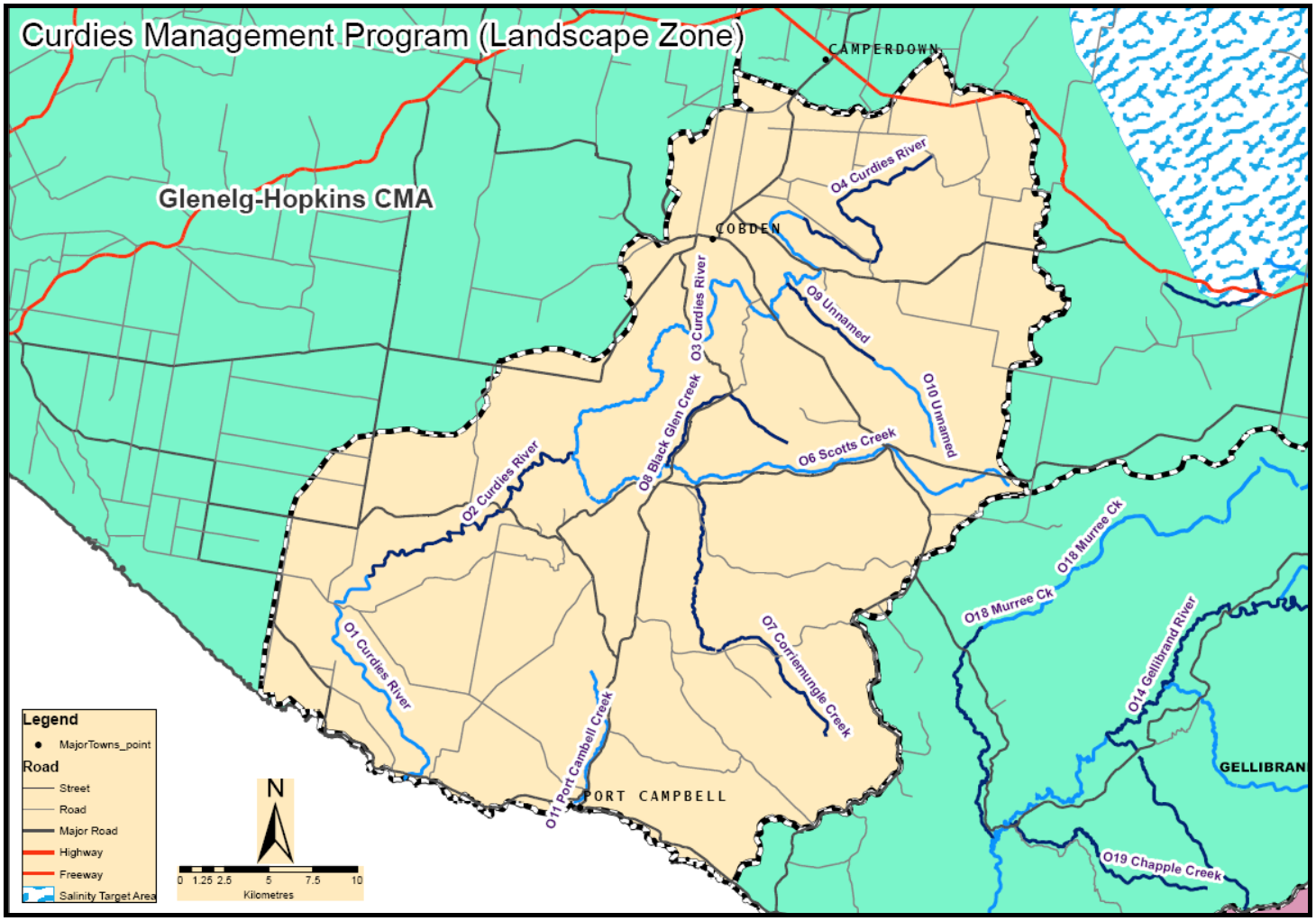
MANAGEMENT PROGRAM MAP – AIRE



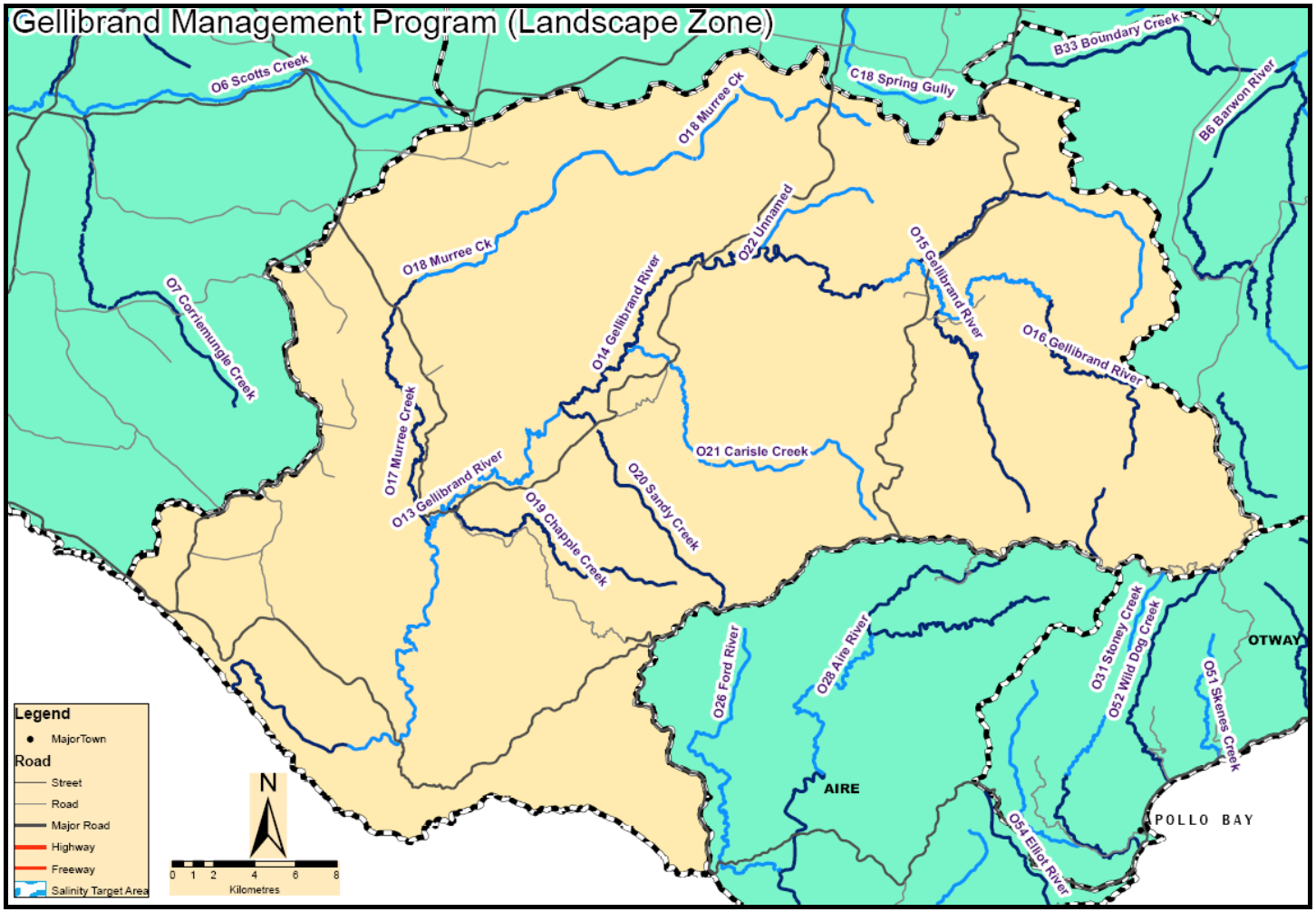
MANAGEMENT PROGRAM MAP – BELLARINE



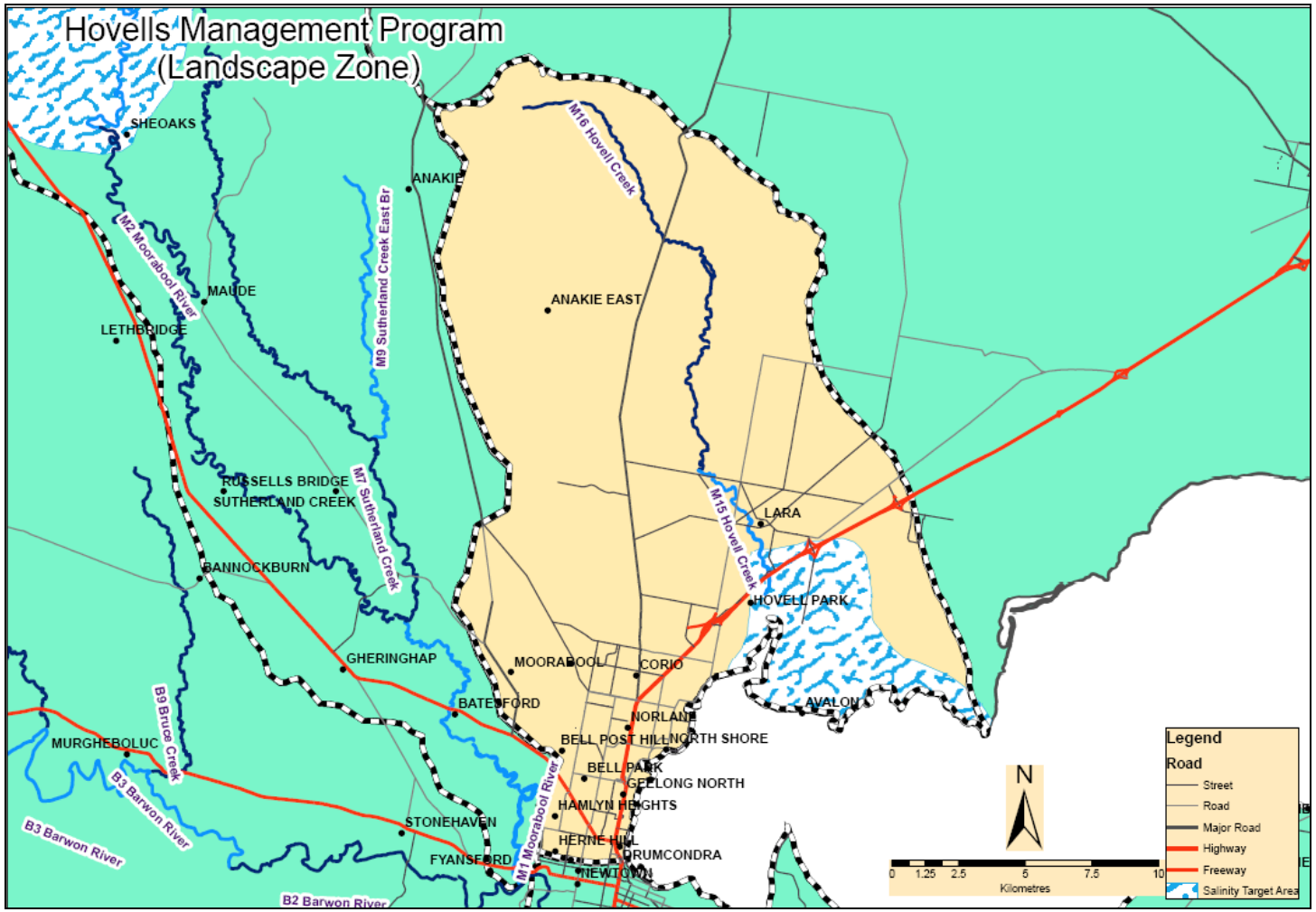
MANAGEMENT PROGRAM MAP – CURDIES



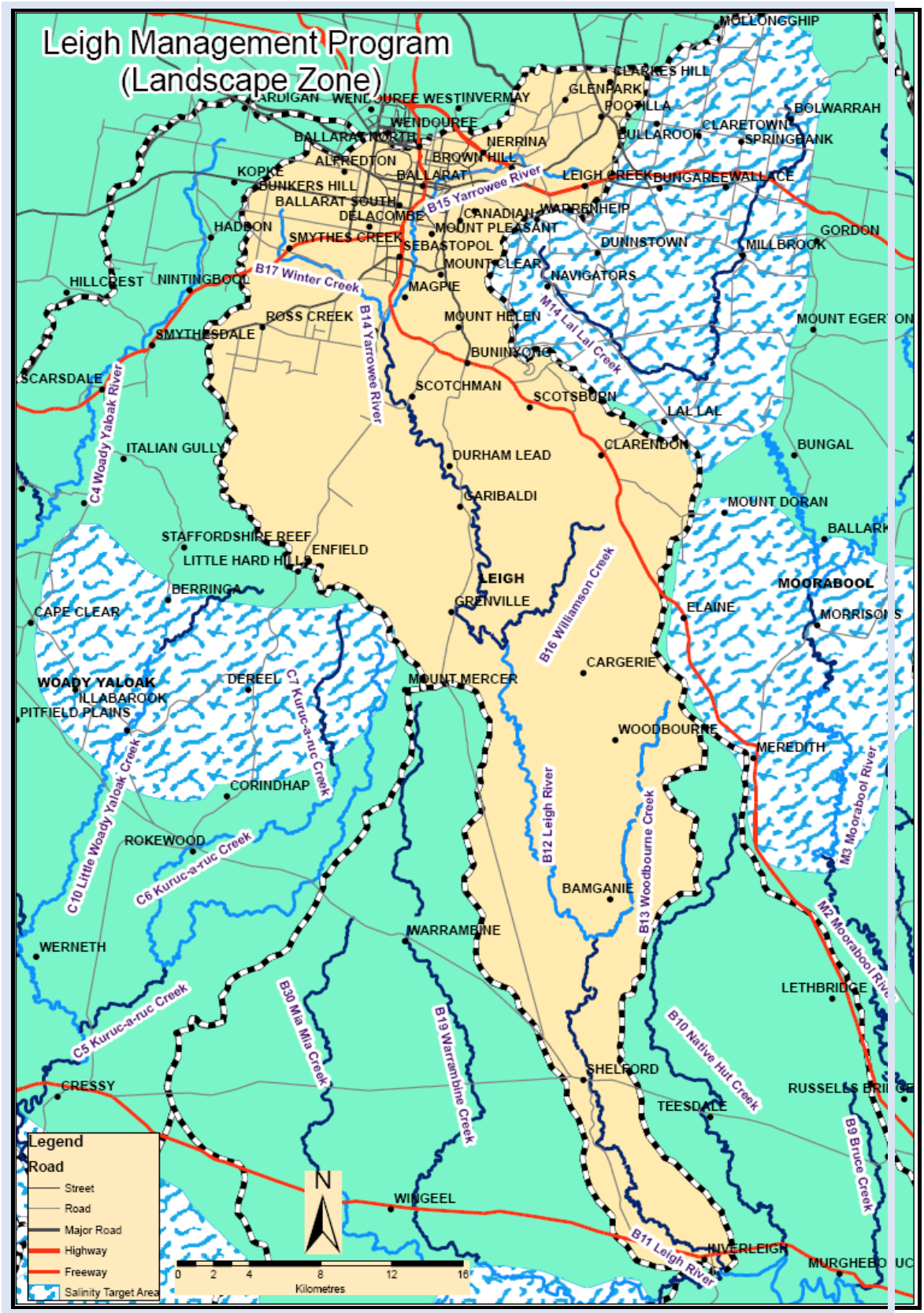
MANAGEMENT PROGRAM MAP – GELLIBRAND



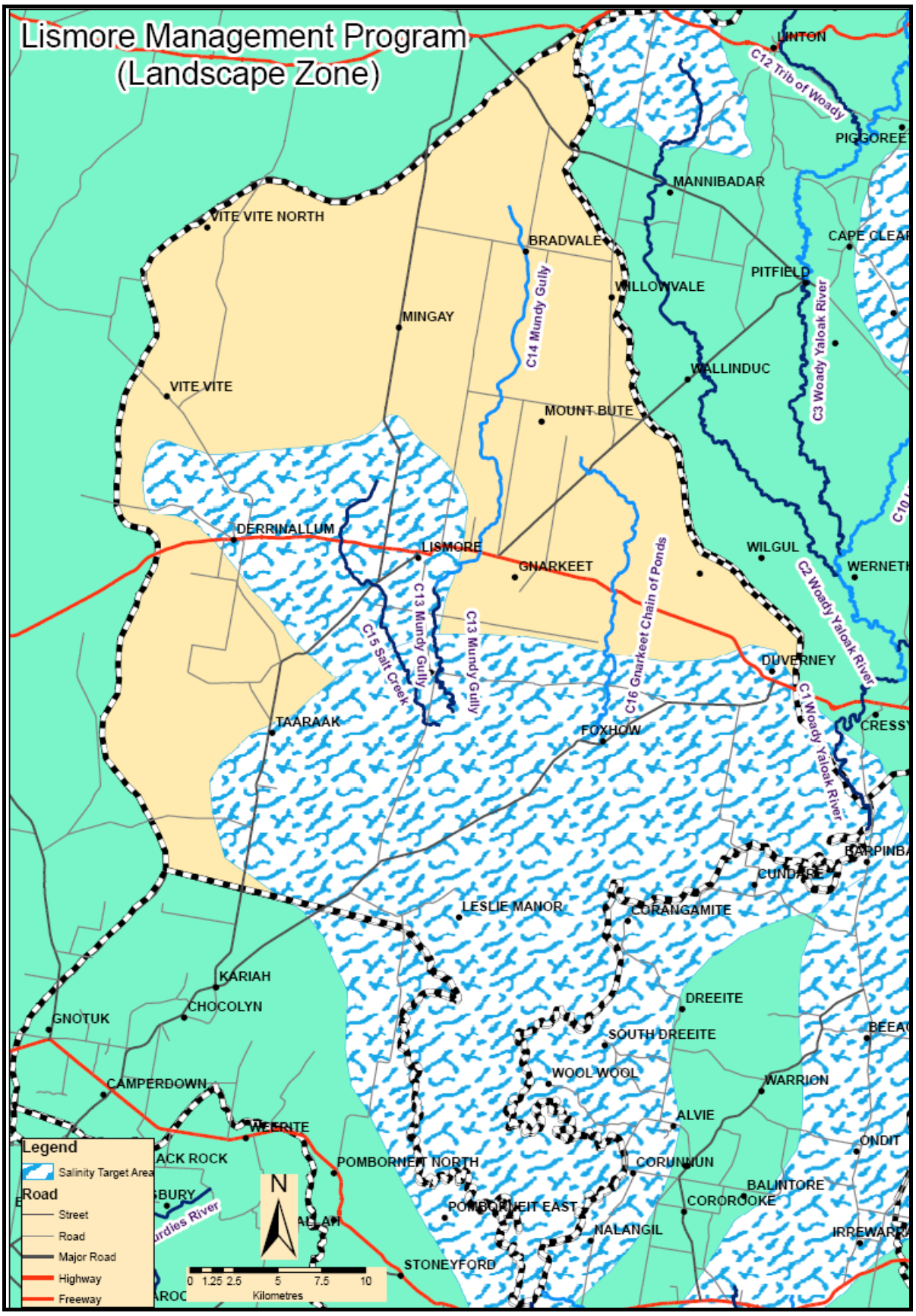
MANAGEMENT PROGRAM MAP – HOVELLS



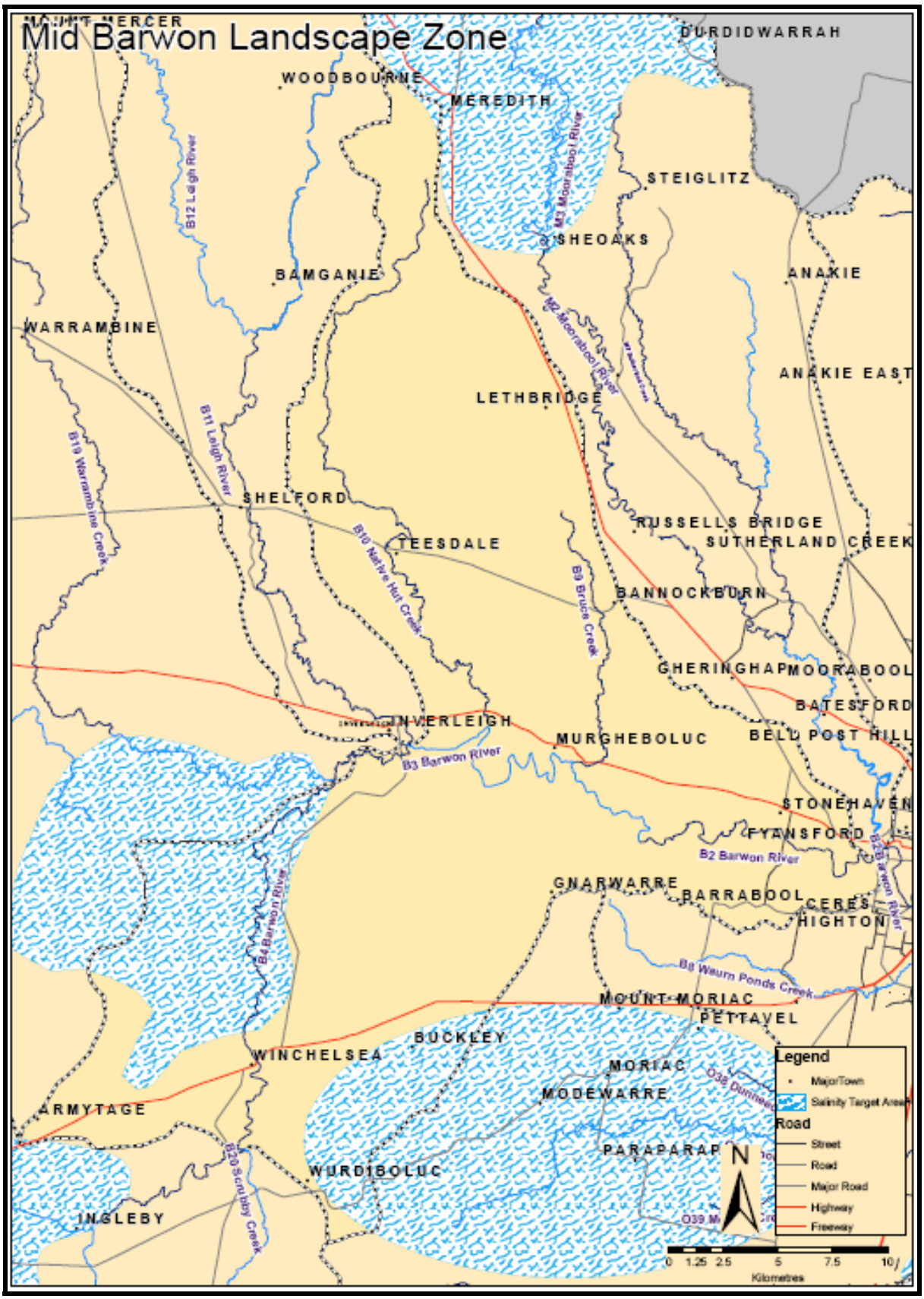
MANAGEMENT PROGRAM MAP – LEIGH



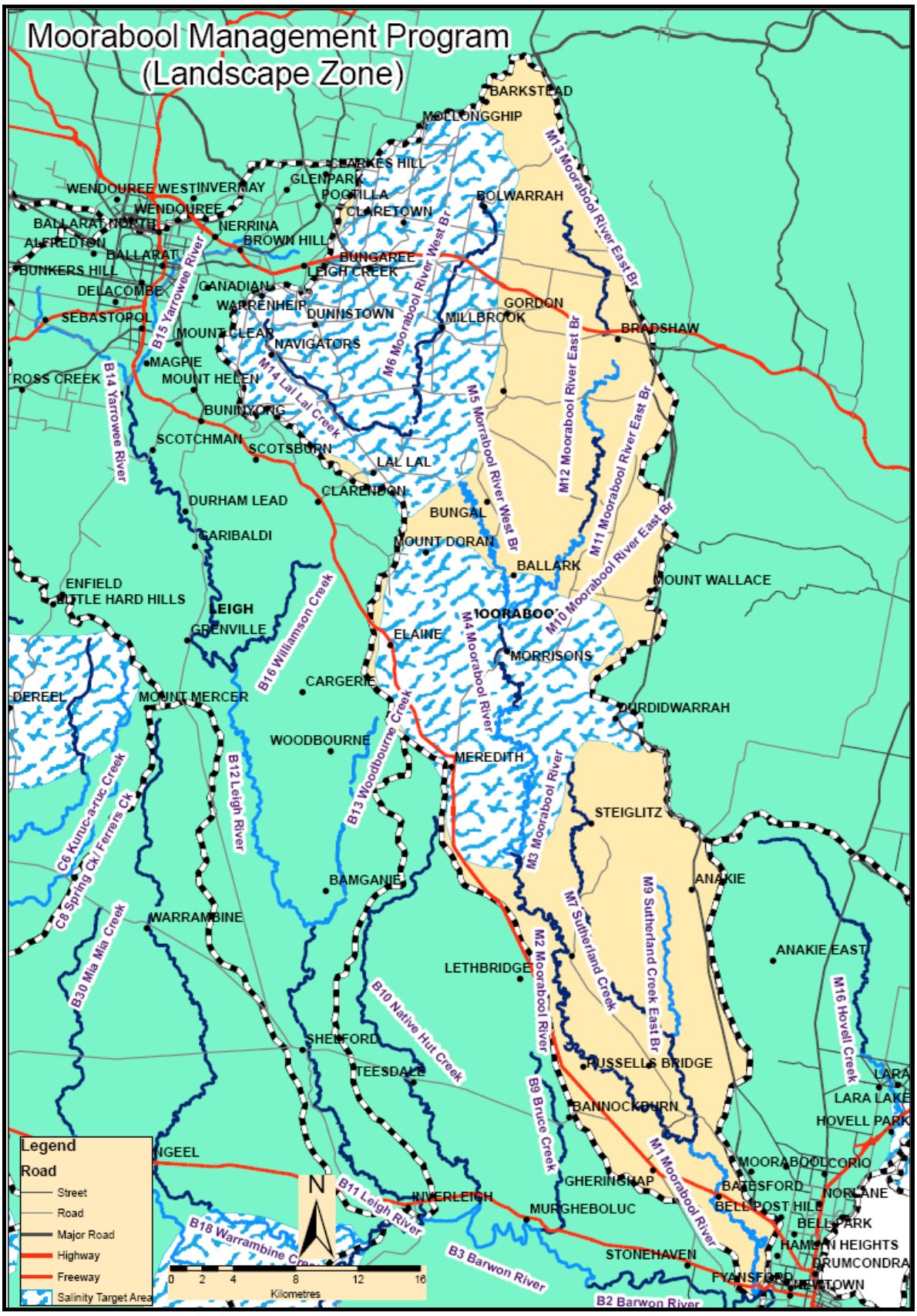
MANAGEMENT PROGRAM MAP – LISMORE



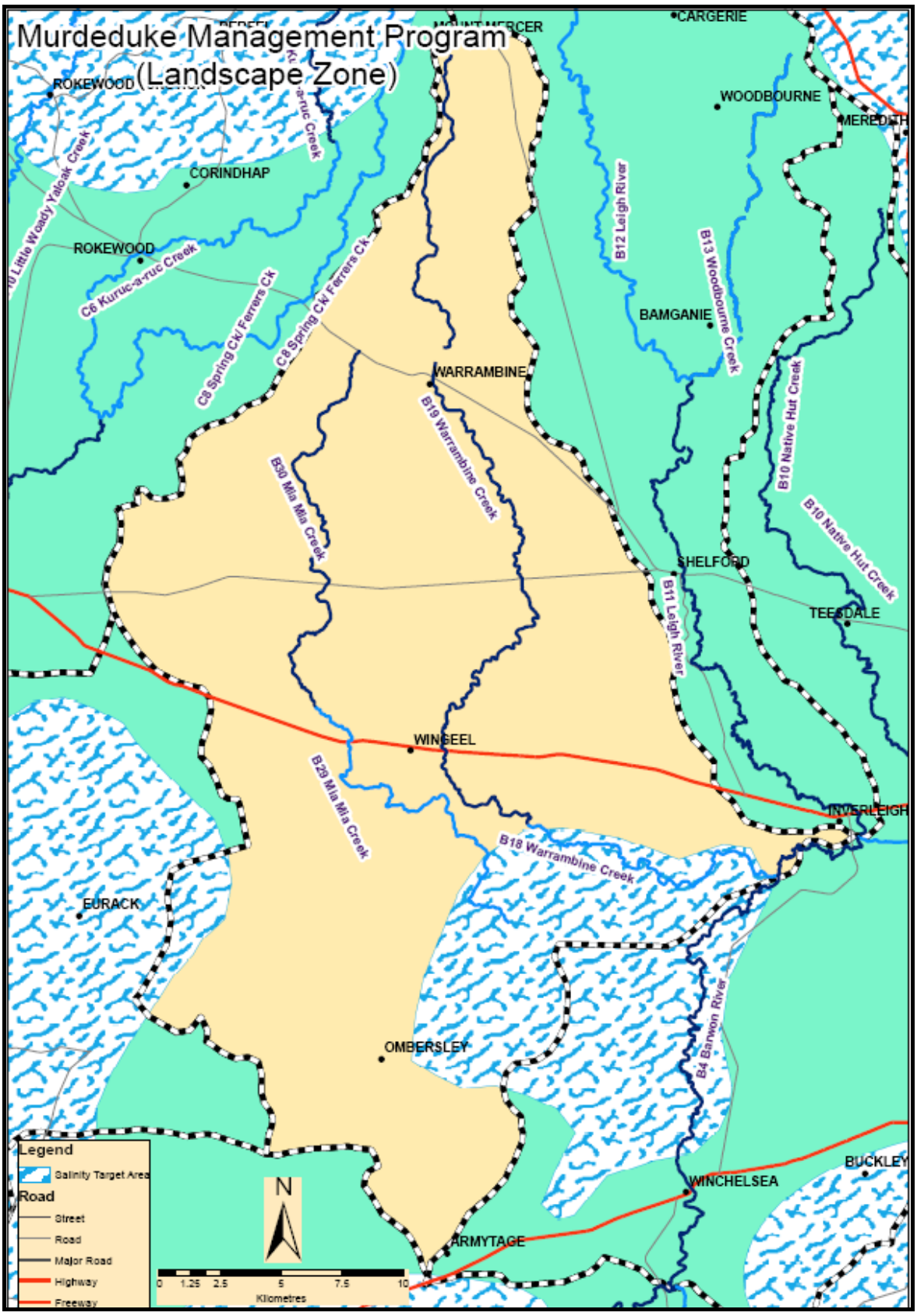
MANAGEMENT PROGRAM MAP – MID-BARWON



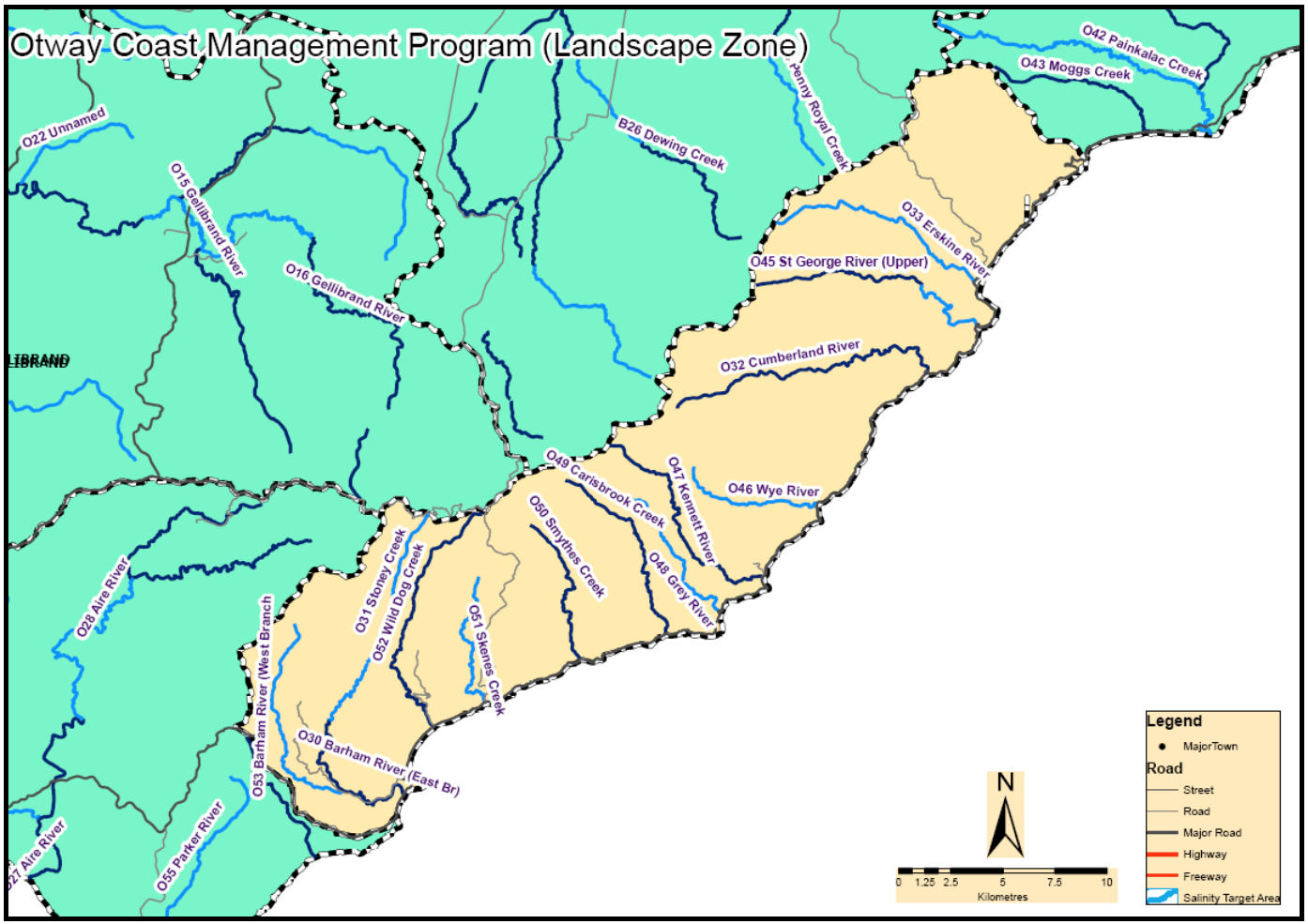
MANAGEMENT PROGRAM MAP – MOORABOOL



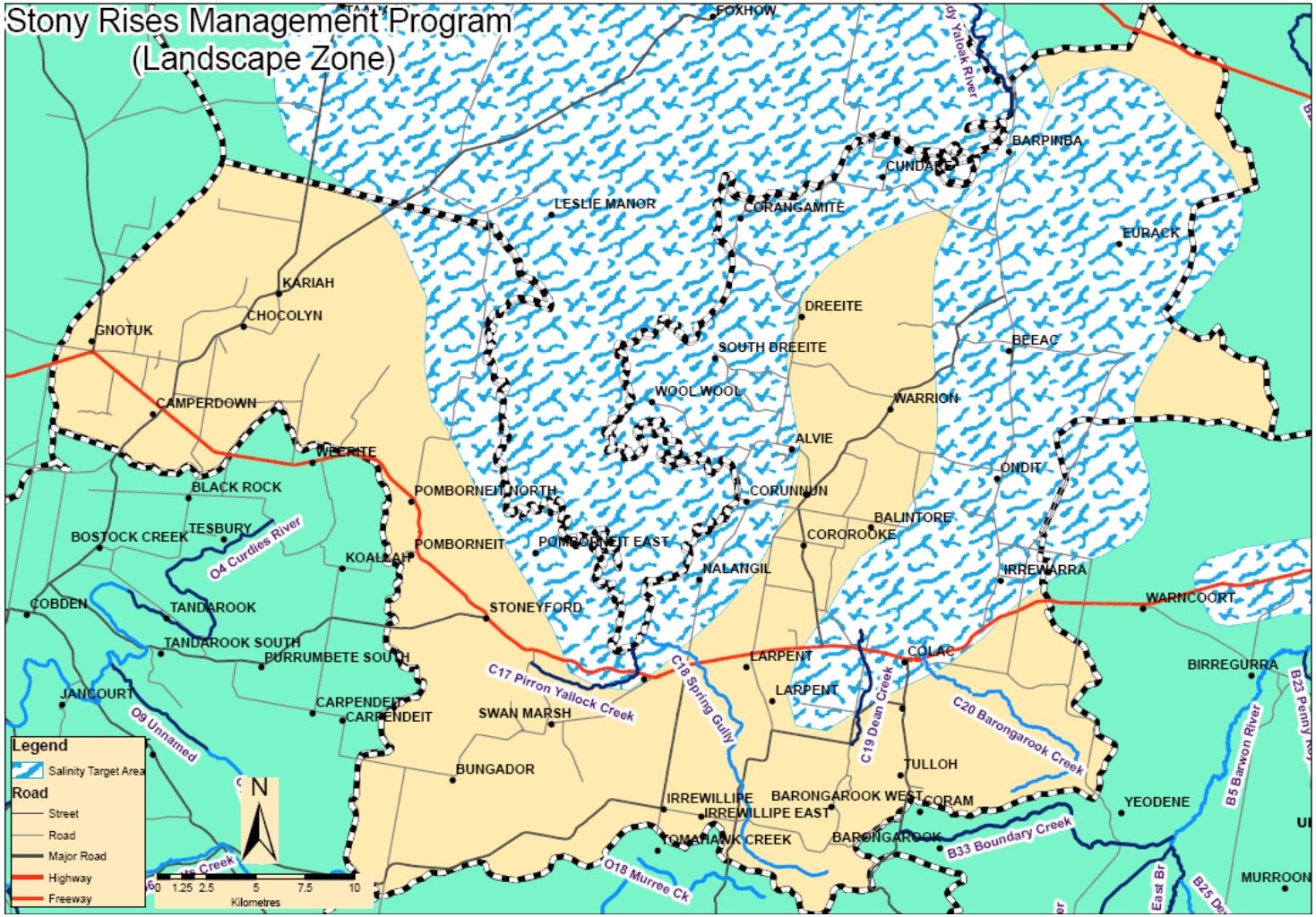
MANAGEMENT PROGRAM MAP – MURDEDUKE



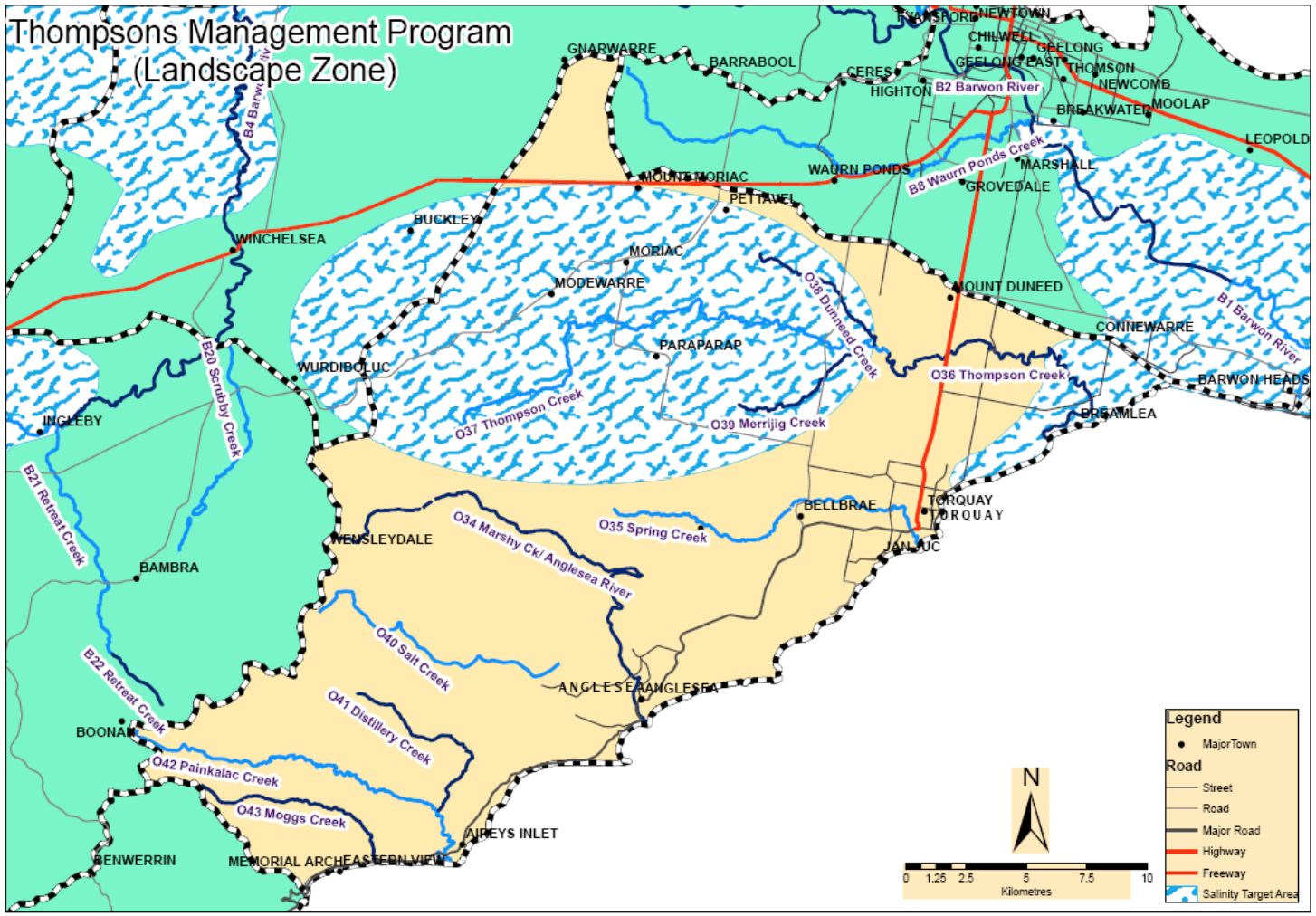
MANAGEMENT PROGRAM MAP – OTWAY COAST



MANAGEMENT PROGRAM MAP – STONY RISES

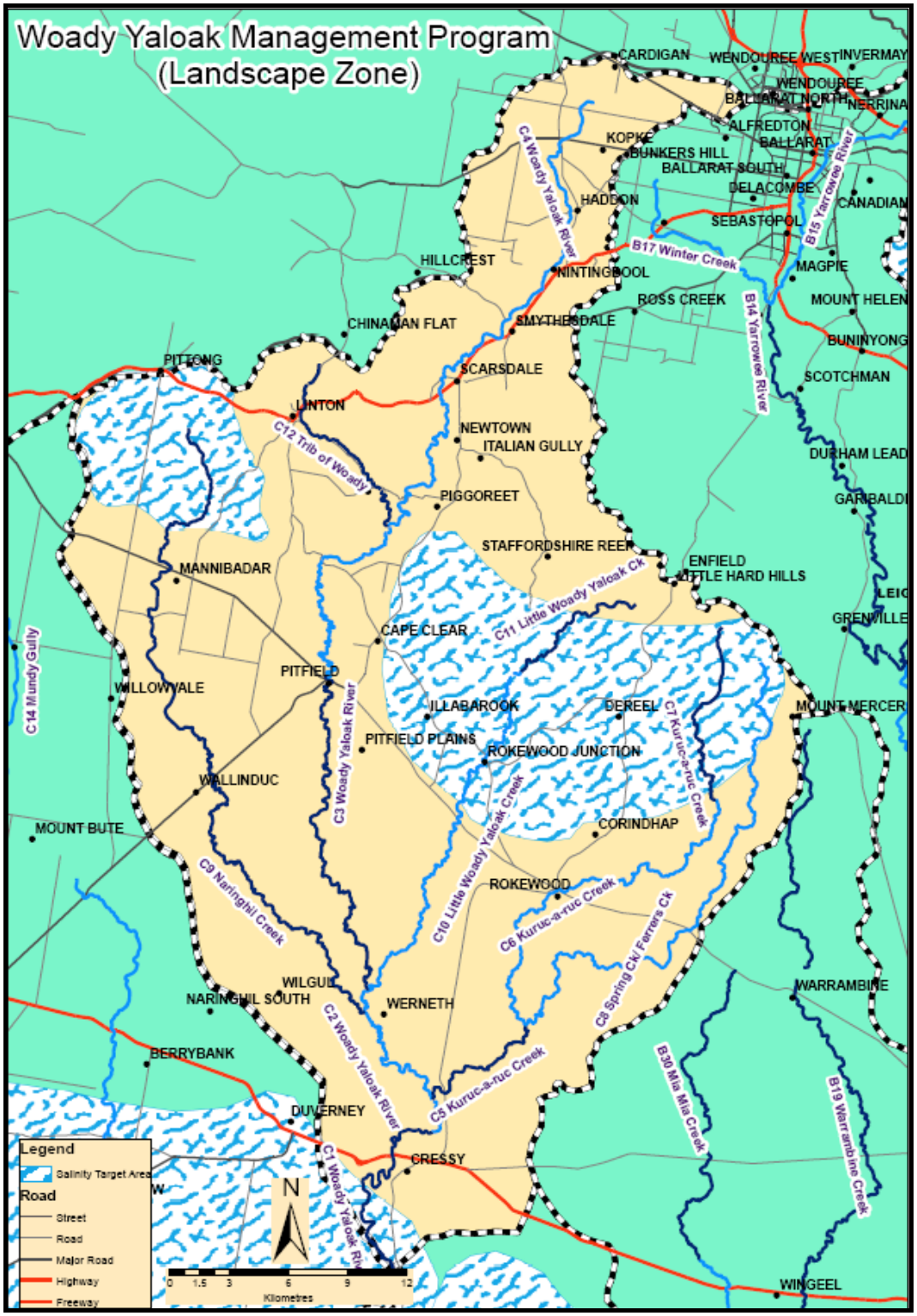


MANAGEMENT PROGRAM MAP – THOMPSON



MANAGEMENT PROGRAM MAP – UPPER BARWON

MANAGEMENT PROGRAM MAP – WOADY YALOAK



23. APPENDIX H SPECIAL CONDITIONS IN CAMS

Special Conditions explain the criteria in which the grant is given and relate to specific funding or Works Project guidelines e.g. that shelterbelts are to be a certain width and that only indigenous species are to be used. At this point, special conditions have not been used effectively because those entering the data into CAMS may not have been aware of the link between selecting a special condition, funding guidelines and the auto-generation of a landholder agreement letter.

ID No	CAMS SPECIAL CONDITIONS
0	Discuss with landholder.
1	Lucerne - 10 plants per square metre must be achieved.
2	Trees - a minimum of 10% of the plantings to be local understorey species.
3	Trees - a minimum of 10% of trees to be shrubs or ground cover species.
4	Trees - a minimum of 20% of the plantings to be local understorey species.
5	Trees - a minimum of 20% of trees to be shrubs or ground cover species.
6	Trees - a minimum of 30% of the plantings to be local understorey species.
7	Trees - a minimum of 30% of trees to be shrubs or ground cover species.
8	Trees - a minimum of 40% of the plantings to be local understorey species.
9	Trees - a minimum of 40% of trees to be shrubs or ground cover species.
11	Area to be permanently destocked.
12	Fences to have a minimum of 6 wires and be stock proof when non-electrified.
15	Area to be a minimum of 20 metres wide.
16	Area to be a minimum of 30 metres wide.
17	Area to be a minimum of 40 metres wide.
18	Area to be a minimum of 50 metres wide.
19	Trees - following harvest the area is to be replanted to farm forestry.
20	Grazing is to be strictly controlled.
21	Trees - only indigenous species are to be planted.
22	Lucerne should be rotationally grazed to ensure persistence.
23	Lucerne to be retained for a minimum of five years.
29	Tree guards provided by NRE must be used.
30	Pest plant and animal control to be undertaken as required.
31	Pasture to be retained for a minimum of 5 years.
33	Pasture to be to Departmental specifications.
34	Payment to be made only after an inspection of completed works. Payment may take up to 6 weeks.
35	Phalaris must be retained for at least 5 years.
36	Revegetation program must remain as on farm plan.
37	Saline tolerant pasture must be allowed to set seed in the first year.
38	Site to be direct seeded.
39	Soil test to 900mm depth be undertaken and results discussed with inspecting officer.
40	Stock to be excluded for 2 years.
41	Stock to be excluded for 3 years.
42	Stock to be excluded for 4 years.
44	Site be managed in accordance to the forest management plan.
45	Fire protection & pest plants & animals management will be your on-going responsibility.
46	Pest plant and animal management will be your ongoing responsibility.
47	Signs are to be erected by the landcare group by securely bolting to posts
48	Site to be made available for monitoring or demonstration purposes by departmental personnel.
54	Trees planted in or near discharge sites will be saline tolerant species to ensure their survival.
57	Fenced area to be stock free for a min of 3 years. Controlled grazing may occur after seed set of natives.
58	Section 173 Covenant to be applied.
59	Trees - a minimum of 50% of the plantings to be local understorey species.
60	Trees - a minimum of 50% to be shrubs or ground cover species.
61	Trees - a minimum of 60% of the plantings to be local understorey species.
62	Trees - a minimum of 60% to be shrubs or ground cover species.
63	Stock to be excluded for 5 years.
64	Stock to be excluded for 6 months.
65	Payments are only applicable if works conform with plans and specifications as attached.
66	Stock to be permanently excluded from the fenced project area.
67	Grazing of the area is not permitted in late Spring or Summer.
68	Catchment area under your control to this project is to be sown to perennial grasses.
69	Information is enclosed outlining what works are required.
70	Works must be maintained in a satisfactory condition this is the responsibility of the applicant.
71	Fences are not to be removed or re-sited without prior approval.
72	Fencing incentives may only be used in conjunction with other land protection incentives.
73	Fencing (electric) construction must be based on a min of 2 treated pine posts & 2 droppers per 20m 5 plain wires (3 live & 2 electric).
74	Fencing (electric) must have an approved energiser and arc limiter complying with Australian Standard C129 supplied by the applicant.
75	Fences should be constructed with at least 6 horizontal wires & 3 vertical components every 20m.
76	Fences must be a minimum of 10m from any active erosion and/or stream bank.

78	Fences to be constructed with at least 7 wires & timber posts every 20m & 3 vertical components between posts.
79	Discuss with Departmental staff if you require their assistance with the supervision of contractors.
80	Perennial pasture to be sown on all disturbed areas upon completion of works. These areas are not to be grazed within the first year.
81	Soil (topsoil) to be stripped & stock piled then replaced over disturbed areas and diversion banks.
82	Gully battering maximum slope not to exceed 5 in 1 (horizontal to vertical).
83	Trees are your responsibility to order and purchase. Order your trees now for next autumn or spring planting refer to the species list attached.
84	Trees will be reimbursed up to the value of 80 cents per tree & 100% for seed after the completion of the project.
85	Tree replacement will be at your cost.
86	Trees and shrubs planted in this area must be local provenance.
87	Revegetation areas must be well prepared. This includes intensive weed control Autumn and Spring including deep ripping.
88	Trees must be protected from rabbits and hares by tree guards or netting fences.
89	Tree seed for Spring sowing will be supplied by the Department. You will be advised when your tree seed is available for collection.
90	Stock containment areas must conform to the guidelines contained in Landcare Note Number SC0018 and SC0020.
92	Rabbit control: no removal of native harbour without approval from the Department.
93	Works must be carried out according to the NRE work plan. This plan must be agreed to and signed by the landholder.
94	Chemical use must be according to the manufactures label and conditions of use.
95	Pest plants - the landholder must carry out long term practises to prevent the spread of weeds as specified in the NRE Work Plan.
96	Pest plants - NRE contact officer endorsement must be sought before commencement of works to satisfy no damage to native flora or fauna will occur.
97	Chemical spray marker dye must be used for the spraying operations.
98	Facilitator employment must be through an employment agency or as a contract.
99	Facilitator grants will be paid in advance of facilitator engagement provided that an agreed report is provided to the Departmental contact officer.
100	Equipment will be available to other groups and individuals to hire for use on their land at reasonable rates when not in use.
101	Equipment is to be maintained in a safe working order.
102	Equipment hire log books are to be maintained by groups.
103	Equipment is owned by the group and it is the groups responsibility to register equipment and maintain it in working condition.
104	Site specific technical advice may be obtained from your Departmental inspecting officer.
105	Claims are made by contacting the Departmental inspecting officer after you have completed sowing or made substantial progress.
106	Works malfunction or failure is your responsibility to report immediately to the Department.
107	Stock containment areas are not to be used as feed lots. Any breach may result in legal action.
108	Fences that are rabbit proof are to be constructed with wire netting with min 4 horizontal wires & 3 vertical components every 20m.
109	Attend appropriate or recommended training.
110	Irrigation diary to be kept for two years.
111	Agree to be part of the evaluation of the program.
112	Irrigation meter is installed.
113	Irrigation management course or refresher course has been attended within the last 3 years.
114	Irrigation management course attended prior to July 2001.
115	Irrigation systems check to be performed by an IAA CID Accredited irrigation designer.
116	Irrigation - an IAA CID Accredited designer is to be used for this work.
117	Mallee CMA registered soil surveyor to be used.
118	Irrigation & Drainage Management Plan to be developed from the soil survey.
119	Irrigation scheduling equipment to be installed maintained & recorded for at least two years.
120	The landholder agarees to undertake the actions detailed in the management guidelines.
121	Site maintenance and watering of plants is the responsibility of the landholder.
122	Fencing and assemblies to be concrete or steel if fencing incentive is $2.65 per metre or greater.
123	Soil test prior to establishment of pasture.
124	Lucerne - three plants per square metre must be achieved.
125	Lucerne to be retained for aminimum of three years.
126	Area to be an average minimum of 20 metres wide.

24. APPENDIX I 2006/2007 STANDARD OUTPUTS

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
AREA: Advice and Statutory Functions				
Compliance Activity	Other	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	None
		No. of landholders requested to undertake activities	No	None
		No. of pest species confiscated	No	None
	Rabbits - land management notice	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	
	Rabbits - property management plan	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	
	Rabbits - work plan agreement	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Compliance Activity	Regionally controlled weeds - direction	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	
	Regionally controlled weeds - land management notice	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	
	Regionally controlled weeds - property management plan	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	
	Regionally controlled weeds - work plan agreement	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Compliance Activity	Regionally prohibited weeds - direction	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	
	Regionally prohibited weeds - land management notice	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	
	Regionally prohibited weeds - property management plans	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	
	Regionally prohibited weeds - work plan agreement	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Compliance Activity	Restricted weeds - direction	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	
	State prohibited weeds - direction	No. of industry enforcement activities/audits undertaken	Yes	Point
		No. of landholders complying with requests for control	No	
		No. of landholders requested to undertake activities	No	
		No. of pest species confiscated	No	
	Other	No. of maintenance advice given	No	
		No. of requests for assistance	No	
	Wild dogs	No. of maintenance advice given	No	
		No. of requests for assistance	No	
	Other	No. of permits exempted	No	
		No. of permits issued	No	
		No. of permits refused	No	
	Waterway works	No. of permits exempted	No	
		No. of permits issued	No	
		No. of permits refused	No	

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Compliance Activity	Floodplain	No. received	No	
	Native vegetation	No. received	No	
	New irrigation development (NIDG)	No. received	No	
	Other	No. received	No	
	Soil erosion	No. received	No	
	Take and use licences	No. received	No	
	Other	No. of actions	No	
	Waterway works	No. of actions	No	
	Compliance	No. completed	No	
	Financial	No. completed	No	
	Grants	No. completed	No	
	Other	No. completed	No	

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
AREA: Capacity Building				
Skills and Training	Education	No. of events held	Yes	Point
		No. of local coordinators & facilitators participating	No	
		No. of participants	No	
	Other	No. of events held	Yes	Point
		No. of local coordinators & facilitators participating	No	
		No. of participants	No	
	Training	No. of events held	Yes	Point
		No. of local coordinators & facilitators participating	No	
		No. of participants	No	
Awareness Raising	Education	No. of events held	Yes	Point
		No. of participants	No	
	Field days	No. of events held	Yes	Point
		No. of participants	No	
	Ministerial visits	No. of events held	Yes	Point
		No. of participants	No	
	Other	No. of events held	Yes	Point
		No. of participants	No	
	Workshops	No. of events held	Yes	Point
		No. of participants	No	
Partnership Building	Agreements	No. established	No	
	MOUs	No. established	No	
	Other	No. established	No	
Water supply protection areas	No Qualifier	No. declared	No	
		No. of consultative committees appointed	No	
Community Groups Supported	Coast Action / Coastcare	No. of action plans in force	No	
		No. of FTEs supported	No	
		No. of groups supported	No	
		No. of meetings held	No	
		No. of participants	No	
		No. of projects supported	No	
		No. of sites monitored	Yes	Point

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Community Groups Supported	Community weed	No. of action plans in force	No	
		No. of FTEs supported	No	
		No. of groups supported	No	
		No. of meetings held	No	
		No. of participants	No	
		No. of projects supported	No	
		No. of sites monitored	Yes	Point
	Fishcare	No. of action plans in force	No	
		No. of FTEs supported	No	
		No. of groups supported	No	
		No. of meetings held	No	
		No. of participants	No	
		No. of projects supported	No	
		No. of sites monitored	Yes	Point
	'Friends of'	No. of action plans in force	No	
		No. of FTEs supported	No	
		No. of groups supported	No	
		No. of meetings held	No	
		No. of participants	No	
		No. of projects supported	No	
		No. of sites monitored	Yes	Point
	Indigenous Communities	No. of action plans in force	No	
		No. of FTEs supported	No	
		No. of groups supported	No	
		No. of meetings held	No	
		No. of participants	No	
		No. of projects supported	No	
		No. of sites monitored	Yes	Point

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Community Groups Supported	Landcare	No. of action plans in force	No	
		No. of FTEs supported	No	
		No. of groups supported	No	
		No. of meetings held	No	
		No. of participants	No	
		No. of projects supported	No	
		No. of sites monitored	Yes	Point
	Non Government Organisations	No. of action plans in force	No	
		No. of FTEs supported	No	
		No. of groups supported	No	
		No. of meetings held	No	
		No. of participants	No	
		No. of projects supported	No	
		No. of sites monitored	Yes	Point
	Other	No. of action plans in force	No	
		No. of FTEs supported	No	
		No. of groups supported	No	
		No. of meetings held	No	
		No. of participants	No	
		No. of projects supported	No	
		No. of sites monitored	Yes	Point
	Waterwatch	No. of action plans in force	No	
		No. of FTEs supported	No	
		No. of groups supported	No	
		No. of meetings held	No	
		No. of participants	No	
		No. of projects supported	No	
		No. of sites monitored	Yes	Point

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Community Groups Supported	Wild dog management	No. of action plans in force	No	
		No. of FTEs supported	No	
		No. of groups supported	No	
		No. of meetings held	No	
		No. of participants	No	
		No. of projects supported	No	
		No. of sites monitored	Yes	Point
	Coast Action / Coastcare	No. of factsheets	No	
		No. of news articles	No	
		No. of newsletters	No	
		No. of pamphlets	No	
		No. of TV interviews	No	
	Community weed	No. of factsheets	No	
		No. of news articles	No	
		No. of newsletters	No	
		No. of pamphlets	No	
		No. of TV interviews	No	
	Fishcare	No. of factsheets	No	
		No. of news articles	No	
		No. of newsletters	No	
		No. of pamphlets	No	
		No. of TV interviews	No	
	'Friends of'	No. of factsheets	No	
		No. of news articles	No	
		No. of newsletters	No	
		No. of pamphlets	No	
		No. of TV interviews	No	

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Community Groups Supported	Indigenous Communities	No. of factsheets	No	
		No. of news articles	No	
		No. of newsletters	No	
		No. of pamphlets	No	
		No. of TV interviews	No	
	Landcare	No. of factsheets	No	
		No. of news articles	No	
		No. of newsletters	No	
		No. of pamphlets	No	
		No. of TV interviews	No	
	Non Government Organisations	No. of factsheets	No	
		No. of news articles	No	
		No. of newsletters	No	
		No. of pamphlets	No	
		No. of TV interviews	No	
	Other	No. of factsheets	No	
		No. of news articles	No	
		No. of newsletters	No	
		No. of pamphlets	No	
		No. of TV interviews	No	
	Waterwatch	No. of factsheets	No	
		No. of news articles	No	
		No. of newsletters	No	
		No. of pamphlets	No	
		No. of TV interviews	No	

Outputs	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Community Groups Supported	Wild dog management	No. of factsheets	No	
		No. of news articles	No	
		No. of newsletters	No	
		No. of pamphlets	No	
		No. of TV interviews	No	

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
AREA: On Ground Works				
Revegetate with indigenous vegetation	Other terrestrial zones	Area of indigenous revegetation (ha)	Yes	Polygon
		Area of overstorey only (ha)	Yes	Polygon
		Area of understorey only (ha)	Yes	Polygon
		Area to biodiverse benchmark standard (ha)	Yes	Polygon
	Wetlands	Area of indigenous revegetation (ha)	Yes	Polygon
		Area of overstorey only (ha)	Yes	Polygon
		Area of understorey only (ha)	Yes	Polygon
		Area to biodiverse benchmark standard (ha)	Yes	Polygon
	Within Coastal zones	Area of indigenous revegetation (ha)	Yes	Polygon
		Area of overstorey only (ha)	Yes	Polygon
		Area of understorey only (ha)	Yes	Polygon
		Area to biodiverse benchmark standard (ha)	Yes	Polygon
		Area of indigenous revegetation (ha)	Yes	Polygon
		Area of overstorey only (ha)	Yes	Polygon
		Area of understorey only (ha)	Yes	Polygon
		Area to biodiverse benchmark standard (ha)	Yes	Polygon
		Length of fencing (km)	Yes	Line
		Length of river (km)	Yes	Line
Priority pests treated	Blackberry	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Carp	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Priority pests treated	Foxes	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Gorse	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Other	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Other Regionally Controlled Weeds	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Other Regionally Prohibited Weeds	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Other Restricted Weeds	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Other State Prohibited Weeds	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Priority pests treated	Other Weed Alert Species	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Polygon
	Paterson's Curse	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Rabbits	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Ragwort	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Serrated Tussock	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Wild dogs	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
	Willow	Area treated (ha)	Yes	Polygon
		No. of sites of new and emerging weeds treated	Yes	Point
		No. of sites treated	Yes	Point
Wild dog program	No Qualifier	Length of fence established (km)	Yes	Line
		No. killed by means other than trapping and baiting	No	None
		No. of attack free days	No	None
		No. of stock lost	No	None
		No. trapped	No	None
		Value of stock losses ($)	No	None

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Bait activities & sales	Foxes	No. of bait stations serviced	Yes	Point
		No. of baits issued	No	None
		No. of baits laid	No	None
		No. of baits taken	No	None
		No. of properties inspected	No	None
		Value of bait issued ($)	No	None
		Weight of bait issued (kg)		
	Other	No. of bait stations serviced	Yes	Point
		No. of baits issued	No	None
		No. of baits laid	No	
		No. of baits taken	No	
		No. of properties inspected	No	
		Value of bait issued ($)	No	
		Weight of bait issued (kg)	No	
	Rabbits	No. of bait stations serviced	Yes	Point
		No. of baits issued	No	
		No. of baits laid	No	
		No. of baits taken	No	
		No. of properties inspected	No	
		Value of bait issued ($)	No	
		Weight of bait issued (kg)	No	
	Wild dogs	No. of bait stations serviced	Yes	Point
		No. of baits issued	No	
		No. of baits laid	No	
		No. of baits taken	No	
		No. of properties inspected	No	
		Value of bait issued ($)	No	
		Weight of bait issued (kg)	No	
Aquatic weeds	No Qualifier	Length of waterway controlled or eradicated (km)	Yes	Line
Track Rationalisation	No Qualifier	No. of sites	Yes	Line

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Stock containment	No Qualifier	Area protected (ha)	Yes	Polygon
		No. of areas established	No	
Sites treated for soil erosion through engineering works or fencing	Gully battering	Length of river protected (km)	Yes	Line
		Length treated (km)	Yes	Line
		No. of sites undertaken	Yes	Point
	Other	Area treated (ha)	Yes	Polygon
		Length of river protected (km)	Yes	Line
		No. of sites undertaken	Yes	Point
Surface drains	Community	Area protected (ha)	Yes	Polygon
		Length of drains installed (kms)	Yes	Line
		Volume drained (ML)	No	
	Farm	Area protected (ha)	Yes	Polygon
		Length of drains installed (kms)	Yes	Line
		Volume drained (ML)	No	
	Other	Area protected (ha)	Yes	Polygon
Surface drains		Length of drains installed (kms)	Yes	Line
		Volume drained (ML)	No	
	Primary	Area protected (ha)	Yes	Polygon
		Length of drains installed (kms)	Yes	Line
		Volume drained (ML)	No	
Sub surface drains	No Qualifier	Area protected (ha)	Yes	Polygon
		Length of drains installed (kms)	Yes	Line
		Volume drained (ML)	No	
Indigenous vegetation propagated	No Qualifier	No. of plants propagated	No	
		Weight of seed collected (kg)	No	
Revegetation with non-indigenous vegetation	Coastal	Area of perennial pastures (ha)	Yes	Polygon
		Area of plantation (ha)	Yes	Polygon
	Other terrestrial zones	Area of perennial pastures (ha)	Yes	Polygon
		Area of plantation (ha)	Yes	Polygon
Groundwater pumps installed	Other	Area protected (ha)	Yes	Polygon
		No. of pumps	No	
		Volume pumped (ML)	No	

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Groundwater pumps installed	Private	Area protected (ha)	Yes	Polygon
		No. of pumps	No	
		Volume pumped (ML)	No	
	Public	Area protected (ha)	Yes	Polygon
		No. of pumps	No	
		Volume pumped (ML)	No	
Salt Evaporation Ponds established	No Qualifier	Area treated (ha)	Yes	Polygon
Improved irrigation systems implemented	Drainage diversion / management	Area serviced (ha)	Yes	Polygon
		No. of landholders/properties	No	
		Volume of water saved (ML)	No	
	Improved management practice	Area serviced (ha)	Yes	Polygon
Improved irrigation systems implemented		No. of landholders/properties	No	
		Volume of water saved (ML)	No	
	Other	Area serviced (ha)	Yes	Polygon
		No. of landholders/properties	No	
		Volume of water saved (ML)	No	
	Upgraded systems	Area serviced (ha)	Yes	Polygon
		No. of landholders/properties	No	
		Volume of water saved (ML)	No	
Irrigation re-use systems	No Qualifier	Area serviced (ha)	Yes	Polygon
		No. installed	Yes	Point
		Volume of water saved (ML)	No	
Drainage diversion	No Qualifier	No. of landholders	No	
		Volume of water diverted (ML)	No	
Land managed to land class	No Qualifier	Area of land fenced (ha)	Yes	Polygon
Off-farm water saving measures	Channel converted to pipe	Length of channel piped (km)	Yes	Line
		Volume of water saved (ML)		

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Off-farm water saving measures	Decommissioning	Length of channel piped (km)	Yes	Line
		Volume of water saved (ML)	No	
	Infrastructure area management plan completed	Length of channel piped (km)	Yes	Line
		Volume of water saved (ML)	No	
	Other	Length of channel piped (km)	Yes	Line
		Volume of water saved (ML)	No	
	Outfall reduction by channel automation	Length of channel piped (km)	Yes	Line
		Volume of water saved (ML)	No	
	Rationalised wetland management	Length of channel piped (km)	Yes	Line
		Volume of water saved (ML)	No	
Groundwater Bore Capping	No Qualifier	No. of bores capped	Yes	Point
		Volume of water saved (ML)	No	
Effluent systems installed	Dairy	No. installed	Yes	Point
		Tonnage of effluent (tonnes)	No	
		Volume of effluent (ML)	No	
	Feedlot	No. installed	Yes	Point
		Tonnage of effluent (tonnes)	No	
		Volume of effluent (ML)	No	
	Other	No. installed	Yes	Point
		Tonnage of effluent (tonnes)	No	
		Volume of effluent (ML)	No	
Grazing regime change	Grazed as required for NRM outcomes	Area established (ha)	Yes	Polygon
	Grazing removed for at least 5 years	Area established (ha)	Yes	Polygon
	Other	Area established (ha)	Yes	Polygon
Urban stormwater control systems installed	Other	No. installed	Yes	Point
	Reuse	No. installed	Yes	Point

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Non-urban sediment traps installed	No Qualifier	No. installed	Yes	Point
Stream bank stabilised	No Qualifier	Length of river protected (km)	Yes	Line
		Length stabilised (km)	Yes	Line
		No. of structures established	Yes	Point
Stream bed stabilised	No Qualifier	Length of river protected (km)	Yes	Line
		Length stabilised (km)	Yes	Line
		No. of structures established	Yes	Point
Buffer strips established	No Qualifier	Area (ha)	Yes	Polygon
		Length (km)	Yes	Line
Stream or area opened to fish passage	Barrier removed	Area re-inundated (ha)	Yes	Polygon
		Length of in stream habitat established (km)	Yes	Line
		Length of stream (km)	Yes	Line
		No. of fish barriers addressed	Yes	Point
		No. of large woody debris replaced or relocated	Yes	Point
	Fishway installed	Area re-inundated (ha)	Yes	Polygon
Stream or area opened to fish passage		Length of instream habitat established (km)	Yes	Line
		Length of stream (km)	Yes	Line
		No. of fish barriers addressed	Yes	Point
		No. of large woody debris replaced or relocated	Yes	Point
	Other	Area re-inundated (ha)	Yes	Polygon
		Length of instream habitat established (km)	Yes	Line
		Length of stream (km)	Yes	Line
		No. of fish barriers addressed	Yes	Point
		No. of large woody debris replaced or relocated	Yes	Point
Mitigation schemes	Estuaries	Area of floodplain returned to active function (ha)	Yes	Polygon
		No. completed	No	

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Mitigation schemes	Floodplain	Area of floodplain returned to active function (ha)	Yes	Polygon
		No. completed	No	
	Other	Area of floodplain returned to active function (ha)	Yes	Polygon
		No. completed	No	
Wetland Watering Regimes changed	No Qualifier	Area protected (ha)	Yes	Polygon
		No. of agreements	No	
Structures modified to enable passing environmental flows	No Qualifier	No. of structures modified	Yes	Point
Environmental water delivered to key assets	Allocated amounts	Volume of water delivered (ML)	No	
	Donated amounts	Volume of water delivered (ML)	No	
	Other	Volume of water delivered (ML)	No	
Fire regime changed	No Qualifier	Area established (ha)	Yes	Polygon
Wood utilisation regime change	Fallen timber not collected for firewood	Area established (ha)	Yes	Polygon
		Tree density of protected area (trees/ha)	Yes	Polygon
Wood utilisation regime change	Large old trees not harvested	Area established (ha)	Yes	Polygon
		Tree density of protected area (trees/ha)	Yes	Polygon
	Other	Area established (ha)	Yes	Polygon
		Tree density of protected area (trees/ha)	Yes	Polygon
	Other mature trees not harvested	Area established (ha)	Yes	Polygon
		Tree density of protected area (trees/ha)	Yes	Polygon
	Tree density thinned for NRM outcomes	Area established (ha)	Yes	Polygon
		Tree density of protected area (trees/ha)	Yes	Polygon
Fence Remnant Vegetation	Other terrestrial zones	Area fenced (ha)	Yes	Polygon
	Within Coastal zones	Area fenced (ha)	Yes	Polygon

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Fence Remnant Vegetation	Within Riparian zones	Area fenced (ha)	Yes	Polygon
		Length of fencing (km)	Yes	Line
		Length of river (km)	Yes	Line
Management of Significant Species	Amphibians	Area fenced (ha)	Yes	Polygon
		Area of habitat managed (ha)	Yes	Polygon
		No. of individuals bred	No	
		No. of individuals translocated or established	No	
		No. of plans implemented	No	
	Birds	Area fenced (ha)	Yes	Polygon
		Area of habitat managed (ha)	Yes	Polygon
		No. of individuals bred	No	
		No. of individuals translocated or established	No	
		No. of plans implemented	No	
	Fish	Area fenced (ha)	Yes	Polygon
Management of Significant Species		Area of habitat managed (ha)	Yes	Polygon
		No. of individuals bred	No	
		No. of individuals translocated or established	No	
		No. of plans implemented	No	
	Flora	Area fenced (ha)	Yes	Polygon
		Area of habitat managed (ha)	Yes	Polygon
		No. of individuals bred	No	
		No. of individuals translocated or established	No	
		No. of plans implemented	No	

Output	Qualifier	Unit of Measure	GIS mapping required	GIS spatial data type
Management of Significant Species	Invertebrates	Area fenced (ha)	Yes	Polygon
		Area of habitat managed (ha)	Yes	Polygon
		No. of individuals bred	No	
		No. of individuals translocated or established	No	
		No. of plans implemented	No	
	Mammals	Area fenced (ha)	Yes	Polygon
		Area of habitat managed (ha)	Yes	Polygon
		No. of individuals bred	No	
		No. of individuals translocated or established	No	
		No. of plans implemented	No	
	Reptiles	Area fenced (ha)	Yes	Polygon
		Area of habitat managed (ha)	Yes	Polygon
		No. of individuals bred	No	
		No. of individuals translocated or established	No	
		No. of plans implemented	No	
Fence wetland	Deep freshwater marsh	Area fenced (ha)	Yes	Polygon
	Freshwater meadow	Area fenced (ha)	Yes	Polygon
	Other	Area fenced (ha)	Yes	Polygon
	Permanent open freshwater	Area fenced (ha)	Yes	Polygon
	Permanent saline	Area fenced (ha)	Yes	Polygon
	Salt works	Area fenced (ha)	Yes	Polygon
	Semi-permanent saline	Area fenced (ha)	Yes	Polygon
	Sewage ponds	Area fenced (ha)	Yes	Polygon
	Shallow freshwater marsh	Area fenced (ha)	Yes	Polygon
Off-stream watering points established	No Qualifier	No. established	Yes	Point

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
AREA: Planning Outputs				
Regional NRM plans and sub-strategies	Biodiversity Management Strategy	No. completed	No	
	Environmental Operating Strategy	No. completed	No	
	Floodplain Management Strategy	No. completed	No	
	Land & Water Management Plan	No. completed	No	
	Marine Estuary and/or Coastal Strategy	No. completed	No	
	Other	No. completed	No	
	Pest Strategy	No. completed	No	
	Regional River Health Strategy	No. completed	No	
	Water Quality Strategy	No. completed	No	
	Wetland Management Strategy	No. completed	No	
Action Plans and Statements	Bulk Entitlement Plan	No. completed	No	
	Coastal Action Plan	No. completed	No	
	Crown Frontage Plan	No. completed	No	
	FFG Action Statement	No. completed	No	
	Fisheries Management Plan	No. completed	No	
	Groundwater Management Plan	No. completed	No	
	MSS Reviews	No. completed	No	
	National Species Recovery Plan	No. completed	No	
	Other	No. completed	No	
	Pest Action Plan	No. completed	No	
	Salinity Management Plan	No. completed	No	
	Stream Flow Management Plan	No. completed	No	
	Water Supply Protection Area Management Plan	No. completed	No	
	Waterway Action Plan	No. completed	No	

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Guidelines and Codes	Best Management Practice	No. completed	No	
		No. updated	No	
	Codes of Practice / Guidelines	No. completed	No	
		No. updated	No	
	FAQs	No. completed	No	
		No. updated	No	
	Landcare Notes	No. completed	No	
		No. updated	No	
	Other	No. completed	No	
		No. updated	No	
	Regional Monitoring & Evaluation Protocols	No. completed	No	
		No. updated	No	
	Statutory Planning	No. completed	No	
		No. updated	No	
Project Plans submitted to investor	Communication plan	No. submitted	No	
	Evaluation plan	No. submitted	No	
	Implementation plan	No. submitted	No	
	Other	No. submitted	No	
	Risk management plan	No. submitted	No	
	Compliance report	No. of reports produced	No	
	ERC report	No. of reports produced	No	
	Other	No. of reports produced	No	
	Progress report	No. of reports produced	No	
	Project final report	No. of reports produced	No	
	Project scoping report	No. of reports produced	No	
Community driven plans	Local area plan	Area covered by plans (ha)	Yes	Polygon
		No. of plans completed	No	
	Other	Area covered by plans (ha)	Yes	Polygon
		No. of plans completed	No	

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Property management plans (including EMS)	EMS implemented (ISO 14001 or compatible)	Area covered by plans (ha)	Yes	Polygon
		No. of plans developed	No	
	EMS self-assessments & action plans complete	Area covered by plans (ha)	Yes	Polygon
		No. of plans developed	No	
	EMS self-assessments complete	Area covered by plans (ha)	Yes	Polygon
		No. of plans developed	No	
	Irrigation - broadacre	Area covered by plans (ha)	Yes	Polygon
		No. of plans developed	No	
	Irrigation - existing horticulture	Area covered by plans (ha)	Yes	Polygon
		No. of plans developed	No	
	Irrigation - IDEP	Area covered by plans (ha)	Yes	Polygon
		No. of plans developed	No	
	Other	Area covered by plans (ha)	Yes	Polygon
		No. of plans developed	No	
	Whole farm plan - dryland	Area covered by plans (ha)	Yes	Polygon
		No. of plans developed	No	
		No. of WFPs developed that have commenced implementation	No	
	Whole farm plan - environmental action	Area covered by plans (ha)	Yes	Polygon
		No. of plans developed	No	
Conservation Agreements	Agreements between landholder and agency	Area covered (ha)	Yes	Polygon
		No. of agreements established	No	
	Legal covenants / agreements on property title	Area covered (ha)	Yes	Polygon
		No. of agreements established	No	

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Conservation Agreements	Other	Area covered (ha)	Yes	Polygon
		No. of agreements established	No	
Management Plans Established	Coastal	Area managed (ha)	Yes	Polygon
		No. of agreements	No	
	Other	Area managed (ha)	Yes	Polygon
		No. of agreements	No	
	Other terrestrial	Area managed (ha)	Yes	Polygon
		No. of agreements	No	
	Riparian	Area managed (ha)	Yes	Polygon
		No. of agreements	No	
	Wetland - deep freshwater marsh	Area managed (ha)	Yes	Polygon
		No. of agreements	No	
	Wetland - estuarine	Area managed (ha)	Yes	Polygon
		No. of agreements	No	
	Wetland - freshwater meadow	Area managed (ha)	Yes	Polygon
		No. of agreements	No	
	Wetland - permanent open freshwater	Area managed (ha)	Yes	Polygon
		No. of agreements	No	
	Wetland - permanent saline	Area managed (ha)	Yes	Polygon
		No. of agreements	No	
	Wetland - semi-permanent saline	Area managed (ha)	Yes	Polygon
		No. of agreements	No	
	Wetland - shallow freshwater marsh	Area managed (ha)	Yes	Polygon
		No. of agreements	No	

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
AREA: Resource Assessment				
Research & Development	Ecological Risk Assessment	No. of studies	No	
	EWR (Environmental Water Reserve)	No. of studies	No	
	Groundwater	No. of studies	No	
	Marine and Estuarine	No. of studies	No	
	Other	No. of studies	No	
	Pest Management	No. of studies	No	
	Salinity	No. of studies	No	
	Social	No. of studies	No	
	Soil	No. of studies	No	
	Species	No. of studies	No	
	Surface water / inland aquatic	No. of studies	No	
	Vegetation	No. of studies	No	
	Water Quality	No. of studies	No	
	Wetlands	No. of studies	No	
Investigations	EWR (Environmental Water Reserve)	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Groundwater	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Marine and Estuarine Habitats	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Investigations	Other	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Pest Management - Pest Animals	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Pest Management - Weeds	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Salinity	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Social	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Soil	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Species	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Investigations	Surface water / inland aquatic	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Topographic (whole farm plan)	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Vegetation: Other	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Vegetation: Riparian	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		Length surveyed (km)	Yes	Line
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
	Wetlands	Area covered by survey (ha)	Yes	Polygon
		Area mapped (ha)	Yes	Polygon
		No. of trial sites supported	Yes	Point
		No. undertaken	No	
Asset condition monitoring	Agricultural land	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Asset Condition Monitoring	EWR (Environmental Water Reserve)	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point
	Groundwater	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point
	Marine and Estuarine Habitats	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point
	Other	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point
	Social	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Asset Condition Monitoring	Soil	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point
	Species	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point
	Surface water / inland aquatic	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point
	Vegetation	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point
	Wetlands	No. of checklists completed	No	
		No. of databases maintained	No	
		No. of reports produced	No	
		No. of sites monitored	Yes	Point
Review & Evaluation	Action plan / strategy review	No. of studies	No	
	Benchmarking evaluation	No. of studies	No	

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Review & Evaluation	Crown frontage review	No. of studies	No	
	Literature review	No. of studies	No	
	Other	No. of studies	No	
	Outcome assessment	No. of studies	No	
	Output review	No. of studies	No	
	Policy validation	No. of studies	No	
	Program evaluation study	No. of studies	No	
	Project evaluation study	No. of studies	No	
	Relationship measurement	No. of studies	No	
Decision support tools	EMS	No. developed	No	
	EWR (Environmental Water Reserve)	No. developed	No	
	Information management systems	No. developed	No	
	Model	No. developed	No	
	Other	No. developed	No	
	QMS	No. developed	No	
	RiVERS DST	No. developed	No	
Priority pest inspections	Blackberry	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Foxes	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Priority pest inspections	Gorse	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Other	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Other Regionally Controlled Weeds	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Other Regionally Prohibited Weeds	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Other Restricted Weeds	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Priority pest inspections	Other State Prohibited Weeds	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Other Weed Alert Species	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Paterson's Curse	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Rabbits	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Ragwort	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point

Outputs	Qualifier	Unit of Measure	GIS Mapping Required	GIS spatial data type
Priority pest inspections	Serrated Tussock	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Wild dogs	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
	Willow	Area of priority land inspected (ha)	Yes	Polygon
		No. of properties	Yes	Point
		No. of sites of new and emerging weeds detected	Yes	Point
Pest surveillance activities	Industry Operations	No. undertaken	No	
	Other	No. undertaken	No	
	Retail Outlets	No. undertaken	No	
	State Gov. Agencies Operations	No. undertaken	No	
	Wholesale Outlets	No. undertaken	No	

Mapping Cheat Sheet

- Use projection Map Grid of Australia (GDA 94) Zone (MGA 54).
- It could help to record some CAMS details in an excel spreadsheet as you enter data in CAMS as this will save you going back into CAMS to search for details as you are filling in your mapping attribute table.

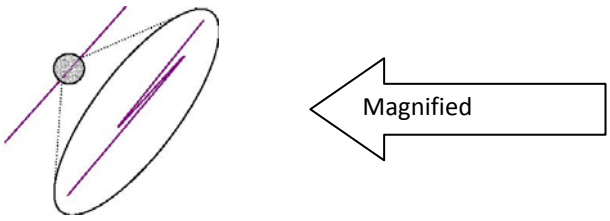
Works Project Id	Output Id	Landholder name	Output Description
34921	53447	Jones	Indigenous Reveg.

Drawing Maps

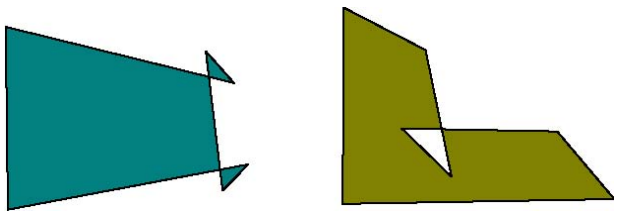
1. CAMS **will only** accept polygons that are drawn **clockwise.**

2. CAMS **will not** accept slithers or bowties. This can commonly occur when you finish your polygon.

   Slithers: Looking at the shape from a large scale, it will probably look fine, but if you zoom in very close it may look like this:



   Bow Ties: Bow ties might look fine from a large scale. When you zoom in you may see these.



3. CAMS **will not** accept three corners of the same polygon within 1m of each other.

   Tip: When collecting waypoints with a GPS, points can be very close together. If this occurs you may need to generalise your features by deleting some points from your feature.

4. If you have completed fencing and revegetation activities on a terrestrial site this is illustrated as a polygon and reported on using an appropriate revegetation output.

5. A **Line** represents a **Length (km or m)** and a **polygon** represents an **Area (ha)**.

(**See Output List** in the CAMS Standards to check what GIS object type the Output requires)

6. Multi-part polygons may be uploaded, displayed and queried but cannot be further edited using CAMS mapping.

Creating Attribute Tables

1. CAMS **will not** accept Blank cells in WP_ID and Output_ID.

2. CAMS **will not** accept two or more objects linked to the same output Id.

   Tip Most GIS programs allow you to combine several polygons, creating one object, thus allowing you to upload several polygons (sites) to the one output id. However different object types such as lines and polygons cannot be combined together.

   Tip: The most common Uploading error is two objects with the same output id.

CAMS requires you to enter Work project number and Output Id into the attribute table, other information can be very helpful in identifying which map should be linked to which Output Id. (See below)

CAMS_training Browser

Landholder	Wp_no	Output_id	Output_description	Qualifer
Jones	34566	50314	Reveg	Riparian
Jones	34566	50315	Reveg	Terestrial
Jones	34566	50316	Fence Remn	Riparian

Uploading maps

1. Lines and Polygons must be uploaded separately.

   Tip: Shape files automatically separate lines, points and polygons into different files. Files are respectively labelled 'layername'_polylines, 'layername'_points and 'layername'_regions. Four files are created for each object type.

2. Multiple points cannot be uploaded into CAMS (contact the CAMS Coordinator for assistance). Single points can be created using the CAMS mapping utility.

3. A zipped shape file comprises of 4 files; SHP, SHX, DBF and PRJ.

   A zipped MapInfo file comprises of4 files; TAB, DAT, ID and MAP.

   Tip: Most GIS programs allow you to export your layers as shape files, In MapInfo use the Universal translator function located in tools.

4. Points cannot be uploaded in the same way as polygons and lines. They must be entered using CAMS mapping. If you have a lot of points to upload against a single output, please contact your Regional CAMS Coordinator.

5. Existing sites for an output will be replaced with the new uploaded site. If the existing site is not linked to any other outputs or assessments, it will be deleted.

6. There is a limit of 20 features per upload and 100KB per zip file, if you have more than 20 features in your layer cut and paste the remaining features into a new layer.

26. APPENDIX K GENERIC COVER LETTER

Shane Herbertson

DPI

EBMP Project Leader

PO Box 103

GEELONG VIC 3220

Day/Month/Year

Corangamite CMA
Natural Resource Management Facilitator

PO BOX 159

COLAC VIC 3250

Dear ……..,

RE: EBMP Incentive Claim Form, Works Project # xxxxx

Please see attached Progress/Final Report for Works Project #.....funded under the EBMP Program. The supporting documentation includes;

- ☐ Expression of Interest
- ☐ Documentation of ABN Registration (www.business.gov.au)
- ☐ Electronic before/after photos (include date and location details)
- ☐ Electronic aerial photo of site
- ☐ Signed EBMP Agreement form
- ☐ Documented Site Inspection
- ☐ Final/Progress Report
- ☐ Works Project Site Map
- ☐ CAMS Summary Report (printed A4 Landscape)
- ☐ Tax Invoice

Joe Bloggs, DPI Inspecting Officer has inspected the works on day/month/year.

Should you have any queries concerning the attached Incentive Claim Form and supporting documentation please contact me direct on (03) 5226-4722.

Yours Sincerely,

Shane Herbertson (Author who is sending in the letter)